MANITOBA

EMERGENCY PLAN

COPY No. 071

MANITOBA

EMERGENCY PLAN

FOREWORD

The ever-increasing number of major emergencies and disasters, both natural and man-made, serves as a continual reminder of the need for emergency preparedness at all levels of government.

While the initial response in dealing with peacetime emergencies and disasters is almost invariably a municipal responsibility, there will be those occasions when the situation is beyond their capability and where assistance has to be provided by departments and agencies of the Manitoba Government. This plan sets forth the arrangements for providing such assistance and the procedures to be followed in the conduct of emergency operations. It also provides action guidelines and procedures for departments and agencies when responsibility for the response is clearly that of the provincial authority or when the nature and extent of the emergency demand the control and coordination of higher authority.

This plan will also be of interest and value to municipal authorities in the planning and implementation of their own emergency response.

Minister Responsible for the
Administration of The Emergency
Measures Act.

January, 1984

MANITOBA EMERGENCY PLAN

RECORD OF AMENDMENTS

Amendment		Concerning Section(s)	Amended by	Date
No.	Date			

MANITOBA

EMERGENCY PLAN

PART I - Emergency Response Plan

PART II - Emergency Action Guidlines

MANITOBA
EMERGENCY PLAN

PART I - EMERGENCY RESPONSE PLAN

CONTENTS

1 Aim
2 Authority
3 Interpretation
4 Scope
5 Emergency Response Concept
6 Responsibilities - Municipal, Provincial, Departmental
7 Emergency Response Organization Structure
8 Emergency Response Procedures
9 Emergency Response Guidelines
10 Emergency Communications
11 Requests for Assistance
12 Emergency Costs
13 Emergency Purchasing
14 Damage Estimation/Compensation
15 Public Information
16 Post-Emergency Review
17 Logs/Reports
18 Plan Review/Amendment

Annex A - Departmental Responsibilities
Annex B - Provincial Response Organization Structure
Annex C - Emergency Coordinating Centre
Annex D - Information Centre
Annex E - Duties of the Emergency Measures Liaison Officer
Annex F - Duties of an On-Site Coordinator
Annex G - Mobile Command Centre
Annex H - Emergency Communications
Annex J - Volunteer Assistance
Annex K - Post-Emergency Report Format

MANITOBA
EMERGENCY PLAN

1. AIM

1.1 The aim of this plan is to provide a prompt and coordinated response by the Government of Manitoba to peacetime emergencies and disasters.

2. AUTHORITY

2.1 This plan is issued by the Minister under the authority of the Emergency Measures Act.

3. INTERPRETATION

3.1 In this plan,

a. "Coordinator" means the Coordinator of the Manitoba Emergency Measures Organization;

b. "department" means a department of the Government of Manitoba and includes Boards, Commissions and Crown Agencies established by the Government of Manitoba;

c. "Deputy Minister" means the deputy minister to the Minister charged with the administration of the Emergency Measures Act;

d. "disaster" means a calamity or any emergency other than a war emergency, caused by accident or the forces of nature and which has resulted or may result in serious harm to the safety, health or welfare of people, or in widespread damage to property;

e. "emergency" means a present or imminent event which requires prompt and coordinated action or special regulation of persons or property to protect the health, safety or welfare of people, or to limit damage to property;

f. "local authority" means the council of a city, town, village, rural municipality or local government district, and for that area of the Province for which the Minister of Northern Affairs has jurisdiction, shall mean the Minister of Northern Affairs;

g. "Minister" means the member of the Executive Council charged with the administration of the Emergency Measures Act;

3. **INTERPRETATION** (Continued)

h. **"municipality"** means a city, town, village, rural municipality, local government district and Northern Affairs.

i. **"On-Site Coordinator (OSC)"** means that person designated, by the Coordinator, to coordinate the on-site emergency response of participating agencies.

4. **SCOPE**

4.1 This plan is designed to provide direction and guidance, ranging from a single departmental response to the fully coordinated, collective response of many or all departments, to a peacetime emergency or disaster. It may be implemented in whole or in part, depending on the particular requirements of the situation. This plan also provides guidance to municipal authorities with respect to their responsibilities for emergency action at the local level.

4.2 Part I outlines the basic Emergency plan for dealing with emergencies and disasters. It delineates the respective responsibilities of municipalities, the province and provincial departments. It describes the basic response structure and response concept which form the basis for emergency action for all emergencies and disasters.

4.3 Part II provides emergency action guidelines for those specific peacetime emergencies which are of primary concern to the Government of Manitoba and which may require provincial action or coordination. The plan may, nevertheless, be applied to other emergency situations since it provides for the essential coordination and/or control that are necessary whenever a number of departments are involved in an emergency operation.

5. **EMERGENCY RESPONSE CONCEPT**

5.1 In the first instance, dealing with an emergency is the responsibility of the local authority affected. When the capacity of local authority to deal with the emergency is exceeded, or is likely to be exceeded, a second level of response is activated by the local authority and involves support being provided from adjoining or neighbouring municipalities through formal or informal mutual aid or other arrangements. When these two combined levels of response are exceeded or in danger of being exceeded, local authority may request a third level of response which is made available by the provincial government through its departments and agencies. It is also at this level that federal support and assistance can be arranged by provincial authorities. The decisions about whether capacities have been or are about to be exceeded are matters of judgement and can only be decided by the responsible local authority at the time and place.

5. EMERGENCY RESPONSE CONCEPT (Continued)

5.2 Regardless of the level of response and support, responsibility for the control and conduct of the municipal emergency operation rests with the local authority affected. Such local authority may however, be advised and assisted by representatives of the involved provincial departments and agencies in order to provide a coordinated municipal/provincial response.

5.3 There will, in addition, be those emergencies which occur where local government does not exist, or is rendered inoperative by the emergency, or where the nature and/or magnitude of the emergency exceed the resources of the municipality. It is then that the involved provincial departments or the provincial response organization may be required to assume responsibility for direction and control and provide the necessary coordination for the emergency operation.

5.4 Given the nature of emergencies and disasters, the concept will function best when there has been joint (municipal/provincial) planning and where joint arrangements have been made, both between neighbouring municipalities and between municipal and provincial authorities, for the timely and most effective concentration of all available resources for the emergency. Given also the wide variation in response capabilities of municipalities, the measure of support provided by the province may vary significantly between municipalities.

6. RESPONSIBILITIES

6.1 **Municipal** Local authorities are responsible for :

a. informing the provincial government about a municipal emergency and possible requirements for assistance ;
b. implementing local emergency plans and procedures, using any or all resources available to the municipality ;
c. directing and controlling all municipal emergency operations, except as agreed between local authority and a provincial department or departments, or as directed by provincial authority ;
d. requesting assistance from other municipalities in accordance with mutual aid agreements or arrangements ;
e. requesting assistance from the provincial government in accordance with established emergency procedures or guidelines.

6.2 **Provincial** Provincial authorities are responsible for :

a. implementing plans and procedures for an integrated provincial response to emergencies ;
b. providing prompt and coordinated assistance to municipalities engaged in emergency operations ;

6. RESPONSIBILITIES (Continued)

c. assuming direction and control
   (1) where and when local authority does not exist,
   (2) when local authority requests and authorizes direct action by the provincial government or by one or more departments,
   (3) when the event is of such magnitude that it is clearly beyond the capability of local authorities,
   (4) when the action required to deal with the emergency rests with the province or a department, e.g. large-scale health or environmental emergency.

d. coordinating and cooperating with the Government of Canada with respect to all federal assistance and any operations in National Parks, Indian Reservations or other federal property.

6.3 **Departmental** Departments are responsible for :

a. retaining full responsibility, in time of emergency, for the functions they perform in normal times ;
b. providing advice and assistance to local authorities ;
c. responding directly to those emergencies for which the department has been given a specific responsibility and in accordance with approved departmental plans and procedures ;
d. responding, in an emergency, as part of a coordinated provincial response in accordance with the procedures and guidelines set out in this plan ;
e. the special responsibilities of departments in emergencies are shown at Annex "A".

6.3.1 The Department of Northern Affairs has a special and direct responsibility to assist northern communities in emergencies. For purposes of this plan therefore, the department is considered to be a municipality and to assume the responsibilities listed in 6.1.

7. EMERGENCY RESPONSE STRUCTURE

7.1 **General** When only limited provincial involvement in an emergency is indicated, the day-to-day response structure of government and its departments will normally be adequate to meet the needs of the provincial response to a minor or limited emergency. When substantial provincial involvement is indicated, part or all of the response structure described hereafter may be activated to coordinate or direct the provincial response and/or support the municipal emergency response. It is emphasized that the structure is flexible and that elements of the structure may be combined or merged to cater to the specific needs of a particular emergency. The basic emergency response structures for a limited and a major emergency are shown diagramatically at Annex "B".

7. EMERGENCY RESPONSE STRUCTURE (Continued)

7.2 **Emergency Committee of Cabinet** The Committee, chaired by the Minister, will be comprised of the Ministers of the key departments involved in the emergency. The Committee will inform, advise and recommend actions to the Government of Manitoba with respect to the provincial and municipal emergency response. It will provide such direction as may be necessary to the Deputy Minister Committee and departments. It will recommend such emergency legislation as may be necessary to provide an effective provincial/municipal response.

7.3 **Deputy Minister Committee** The Committee, chaired by the Deputy Minister, will be comprised of the Deputy Ministers of the key departments involved in the emergency and the Clerk of the Executive Council. At the discretion of the Committee, the Coordinator and the Director of Information Services may attend committee meetings. The Committee will inform, advise and make recommendations to the Emergency Committee of Cabinet with respect to the provincial and municipal emergency response. It will implement the direction of the Emergency Committee of Cabinet and provide direction to departments and subordinate elements of the response organization.

7.4 **Central Task Team (CTT)** The team, chaired by the Coordinator, is comprised of representatives of the key departments, involved in the actual or potential emergency, and Information Services. It may include federal or other agency representatives as necessary. The CTT may be required to function in a limited emergency when the ECC has not been activated. The CTT may be assembled by the Coordinator before, during or after a limited or major emergency for the purpose of :

- assessing a potential emergency situation,
- reviewing response plans and procedures,
- recommending the activation of the ECC, or Provincial Information Centre,
- recommending the deployment of liaison officers or on-site response team(s) and On-Site Coordinator(s),
- monitoring operations and providing direction to departments, the On-Site Coordinator and on-site response team(s),
- providing situation reports and making recommendations to the DM Committe,
- referring major problems for resolution to the DM Committee,
- implementing the direction of the DM Committee.

7.5 **Emergency Coordination Centre (ECC)** The provincial ECC will contain the necessary departmental personnel, physical facilities and communications for the central coordination of the provincial emergency response. This coordinating activity should not be confused with departmental operations which must be controlled and directed from departmental operations centres or other designated facilities. The Coordinator will supervise the activity of the ECC. Details concerning the location, organization, responsibilities and operating procedures for the ECC are shown at Annex "C".

7. **EMERGENCY RESPONSE STRUCTURE** (Continued)

7.6 **Coordinating Staff** The Coordinating Staff is comprised of experienced departmental staff representatives who will staff the departmental desks in the ECC and who will provide the full time provincial coordination of the provincial response.

7.7 **Provincial Information Centre** It may be necessary in a limited emergency, or in a major emergency not requiring the activation of the ECC, to establish and operate a Provincial Information Centre to deal with enquiries from the general public. The Centre will normally be established in the offices of EMO and will be staffed by experienced representatives of the key departments involved in the emergency. The Centre will be provided with special telephone numbers and an appropriate number of lines to deal with local and toll-free rural calls for the duration of the emergency. Details concerning the establishment and operation of the Information Centre are shown at Annex "D".

7.8 **Emergency Measures Organization (EMO)** In a minor or limited emergency, the headquarters staff of EMO will provide the necessary coordination for the provincial support of municipal emergency operations. When it is deemed appropriate, EMO Municipal Advisors from the responsible zone headquarters will be dispatched to advise and assist the local authority in the implementation of their municipal emergency response.

7.8.1 In a major emergency, designated members of the EMO headquarters staff will perform allotted tasks in the ECC. Municipal Advisors will normally be required to coordinate the on-site provincial response in support of the municipal emergency operation.

7.9 **Emergency Measures Liaison Officer (EMLO)** While the directon and control of municipal emergency operations rest with local authorities, an EMLO may be appointed to liaise with and assist municipal officials in the implementation of their emergency response. EMLO appointments will normally be filled by EMO Municipal Advisors, however, other departments may be requested to designate EMLO's from their central office or from a field office at or near the location of the emergency. The duties of the EMLO are shown at Annex "E".

7.10 **On-Site Provincial Response Team(s)** When it is considered appropriate, an on-site provincial response team or teams will be established to advise and assist local authorities and/or to provide the control and coordination of the provincial, federal or other agency response. The Team will comprise an on-site coordinator, field staff of the key departments involved in the emergency and a representative of Information Services Branch.

7. EMERGENCY RESPONSE STRUCTURE (Continued)

7.11 **On-Site Coordinator (OSC)** When an on-site provincial response team is established, an OSC will be designated by EMO to coordinate the response of participating agencies. EMO Municipal Advisors will be designated as OSCs, however, other departments may be required to provide an OSC from their office or field staff. The duties of an OSC are shown at Annex "F".

7.12 **Mobile Command Centre (MCC)** The Government of Manitoba Mobile Command Centre vehicle provides temporary working space, communications and accommodation for the OSC and other provincial emergency response personnel in local areas or at the emergency site where suitable facilities are not available. The MCC will be maintained, operated and deployed by EMO. The MCC is described at Annex "G".

8. EMERGENCY RESPONSE PROCEDURES

8.1 The basis for an effective provincial emergency response is prompt and coordinated action by provincial departments and when necessary, by any of the elements of the provincial emergency response structure in accordance with these procedures and guidelines.

8.2 **Notification** It is essential that municipalities and departments notify EMO at the earliest possible moment so as to permit the timely alerting of other departments and organizations and allow for essential preparatory action.

a. Notification of an emergency or potential emergency may be given by a local authority to EMO, who will then inform the Emergency Planning Officer(s) of the department(s) likely to be involved;
b. A department receiving the initial notification through its field staff will inform EMO, who will then inform the Emergency Planning Officer(s) of the department(s) likely to be involved;
c. Upon notification of an emergency or a potential emergency the Coordinator and the Emergency Planning Officer(s) of the department(s) will take appropriate action to inform their respective departmental authorities.

8.3 **Departmental Response** Depending on their responsibilities in an emergency, departments will respond with advice or assistance in accordance with their departmental emergency plans and procedures. When several departments are involved, coordination of the response will be provided by EMO. When the ECC is activated, departmental responses will be coordinated by the coordinating staff of the ECC.

8. EMERGENCY RESPONSE PROCEDURES (Continued)

8.4 **Central Task Team** At any time before or during an emergency, the Coordinator may assemble the CTT to review plans, evaluate the emergency or potential emergency and take appropriate action.

8.5 **Emergency Response Structure** When it appears that the provincial response may be substantial and sustained, the Minister/Deputy Minister may authorize the activation of any or all elements of the provincial emergency response structure. Depending on the nature of the emergency it may be appropriate to conduct joint meetings of elements of the response structure in order to facilitate or speed-up the decision-making process.

8.6 **On-Site Response** EMO Municipal Advisors will act as liaison officers to local authorities to facilitate the municipal response. When additional on-site departmental advice or assistance is required, departmental field staff will be provided on-site to form a provincial response team whose activity will be coordinated by the On-Site Coordinator and may be facilitated by the deployment of the MCC.

8.7 **Emergency Legislation** When the situation warrants it, the Government of Manitoba may, by an Order of the Lieutenant Governor in Council, proclaim a state of civil disaster for all or any part of the province and thereafter, the Lieutenant Governor in Council may make such orders and regulations as may be necessary for the safety and protection of persons and property (Section 9(1) of The Emergency Measures Act).

8.8 **Termination of Operations** The provincial emergency response will continue until provincial assistance, direction or coordination are no longer required and the emergency operation is terminated by the Minister or his delegated representative. The gradual thinning-out of departmental staff and the withdrawal of resources that are no longer required may begin before termination, but will be done on a planned and coordinated basis.

9. EMERGENCY RESPONSE GUIDELINES

9.1 Emergency action guidelines for those emergency situations or activities that are of particular concern to the Government of Manitoba are contained in Part II of this plan.

10. EMERGENCY COMMUNICATIONS

10.1 The importance of good communication between levels of government, to response elements and to the public cannot be overstressed. They are vital to the effective control and coordination of emergency operations. Guidelines pertaining to communications resources and responsibilities for their provision are shown at Annex "H".

11. REQUESTS FOR ASSISTANCE

11.1 **Government of Manitoba Assistance** Municipal requests for assistance will be directed to the department concerned or to EMO, who will coordinate the response(s) with the department(s) concerned. Requests will only be accepted from an authorized representative of the municipality. When the ECC has been activated in a major emergency, all requests for assistance will be directed to the ECC.

11.2 **Government of Canada Assistance** Requests for Canadian Forces assistance in a limited emergency will be directed to EMO, who will deal with the Canadian Forces Regional Operations staff. Requests for assistance from other Government of Canada departments will be directed to EMO for coordination and submission to the Regional Director, Emergency Planning Canada who will coordinate all federal assistance. When the provincial ECC has been activated, all requests will be directed to the ECC.

11.3 **Volunteer Assistance** Most municipalities have a number of social agencies, clubs, organizations and other civic and service-minded groups who provide a range of skills, manpower and equipment on a volunteer basis in the event of an emergency. Such volunteer assistance will normally be recognized as part of the emergency resources of the municipality and arrangements for their use will be set out in municipal emergency plans. Where such volunteer or specialized assistance is not available locally, municipalities may submit requests directly to such outside volunteer agencies or through EMO. When the ECC is activated in a major emergency, requests will be directed to the ECC. At the provincial level, the assistance of volunteer agencies will be provided through, and controlled by the department which is normally responsible for the provision of such assistance. Further guidelines for volunteer assistance are shown at Annex "J".

12. EMERGENCY COSTS

12.1 **Operations Costs** All emergency operations costs incurred by the Government of Manitoba are chargeable, in the first instance, to the municipality on whose behalf the expenditures were incurred. Thereafter, the government may decide on a re-allocation of costs between the federal, provincial and municipal governments and private and commercial agencies. Departments are individually responsible for emergency operation costs incurred by their departments. Operations costs incurred by the Government of Manitoba for Canadian Forces or other federal department(s) assistance are the responsibility of the Government of Manitoba and may be subject to federal/provincial cost-sharing arrangements.

12. EMERGENCY COSTS (Continued)

12.2 **Emergency Expenditures** An amount of money for "Flood Control and Emergency Expenditures" is budgeted annually under Appropriation XVIII, from which departments are allotted sub-appropriations for departmental emergency expenditures. Special warrants are raised to cover expenditures which exceed the amount budgeted for this appropriation.

13. EMERGENCY PURCHASING

13.1 In the pre-emergency stage and in any emergency in which the ECC is not activated, the emergency purchase of materials and supplies will be made by individual departments in accordance with normal departmental procedures.

13.2 In an emergency in which the ECC is activated, material/services will continue to be provided by individual departments through their own supply systems, unless the material and/or supplies are not available. The department will then utilize the special emergency purchasing facilities and procedures established for the ECC. These are described at Annex "C".

14. DAMAGE ESTIMATION/COMPENSATION

14.1 Arrangements for damage inspection and estimation will be made by the Manitoba Disaster Assistance Board and the involved department(s).

14.2 Claims for compensation will be submitted in accordance with the Manitoba Disaster Financial Assistance Policy.

15. PUBLIC INFORMATION

15.1 The provision of timely and accurate emergency information to the public is vital to the success of emergency operations. In an emergency, the provincial Information Services Branch, with the assistance and cooperation of provincial departments, will provide the coordination and control of all public information relating to the emergency.

16. POST-EMERGENCY CRITIQUE

16.1 A critique to evaluate the effectiveness of the emergency response will be conducted within 14 days of the termination of the emergency. The proceedings will be chaired by the Coordinator and attended by the emergency response personnel involved in the emergency.

17. LOGS/REPORTS

17.1 Departments shall maintain written logs to record information, decisions and action taken during the course of emergency operations. The maintenance of good logs will greatly facilitate the preparation of post-operation reports.

17.2 Departments involved in an emergency operation will submit a written post-emergency report to EMO within 30 days of the termination of the emergency. Reports will be submitted in accordance with the format shown at ANNEX "K". The preparation of a provincial report will be coordinated by EMO with the involved departments and submitted to the Minister/Deputy Minister within 60 days of the termination of the emergency.

18. PLAN REVIEW/AMENDMENT

18.1 This plan will be reviewed by the Interdepartmental Emergency Planning Committee in January of each year.

18.2 Proposed amendments to this plan may be submitted at any time by departmental Emergency Planning Officers to the Coordinator, Manitoba EMO, for consideration and appropriate action.

GOVERNMENT OF MANITOBA

Departmental Responsibilities

in Peacetime Emergency Operations

1. **All Departments**

   a. Implementation of departmental emergency plans and procedures.
   b. Providing departmental representatives and support staff for the provincial Emergency Coordinating Centre and provincial Information Centre.
   c. Providing liaison officers and/or on-site response personnel to advise and/or assist local authorities.
   d. Financial expenditures for departmental emergency operations and accounting therefor.
   e. Maintain a resource list of equipment, stores and personnel, including commercial sources where appropriate, that may be required in emergency operations.
   f. Preparation of departmental reports on emergency operations.

2. **Manitoba Emergency Measures Organization (EMO)**

   a. Assistance to departments and municipalities in the implementation of their emergency plans.
   b. Coordination of the provincial emergency response as necessary in a limited emergency.
   c. Coordination of the provision of Emergency Measures Liaison Officers and On-Site Coordinators.
   d. Provision, operation and administration of the provincial Mobile Command Centre.
   e. Establishment, operation and administration of the provincial Emergency Coordinating Centre in a major emergency.
   f. Establishment, operation and administration of the provincial Information Centre.
   g. Processing requests for the assistance of the Canadian Forces and the Government of Canada.
   h. Coordination of the preparation of the final report on emergencies.

3. **Executive Council**

   a. Advertising Audit Office - the purchase of advertising space and time (Radio and TV).
   b. Information Services
      (1) Establishment of an emergency media information centre which reports directly to the coordinator and to the duty minister and/or Premier.
      (2) Provision of Information Services Officers as required at local emergency operations centres and emergency sites.
      (3) Control of local and visiting media personnel.

4. Agriculture

a. Advice and assistance on agricultural matters.
b. Veterinary and food inspection services.
c. Management of emergency livestock feeding.
d. Arrangements for emergency evacuation of livestock.
e. Advice and assistance in the emergency supply of drinking water (The Manitoba Water Services Board).

5. Attorney-General

a. Legal advice and assistance to departments and municipalities respecting the maintenance of law and order.
b. Special Medical Examiner services.
c. Emergency orders, regulations, declarations and contracts.
d. Through the Police Force having jurisdiction
   (1) Advice to local authorities respecting the maintenance of law and order.
   (2) Reinforcement of local police services.
   (3) Security control of emergency operations area(s).
   (4) Special air, water and land preventative patrols.
   (5) Identification services in mass casualty operations.
   (6) Traffic and crowd control.
   (7) Search and rescue of missing persons.

6. Community Services and Corrections

a. Emergency Social Services (ESS)
   (1) Provision of emergency accommodation, feeding, clothing, registration and personal services.
   (2) Establishment and operation of provincial reception centres.
   (3) Coordination of social services in emergency area(s).
b. Corrections
   (1) Provision of institutional personnel resources and equipment to assist in searches for missing persons or to perform other support tasks in emergency operations.
   (2) Relocation and protection of correctional institution inmates.

7. Cultural Affairs and Historical Resources

a. Preservation and stabilization of water damaged archival and library materials.
b. Advice and assistance to any governmental or non-governmental organization in the recovery, preservation and stabilization of water damaged paper materials.

8. Education

a. Advise and assist municipal school authorities.
b. Coordinate school/college closing and re-openings.
c. Provide emergency transportation.
d. Arrange for the education of displaced students.

9. **Employment Services and Economic Security**

Fire Commissioner's Office

a. Provision of on-site technical advice and/or assistance to municipal fire services.
b. Assistance to Mutual Aid Coordinators in the coordination of municipal fire services responses.
c. Provision of specialized fire services equipment.

10. **Environment and Workplace Safety and Health**

a. Environmental Management.

i. Management of the on-site emergency response to dangerous goods, radiological and nuclear emergencies.
ii. Pollution monitoring and chemical analyses.
iii. Management of dangerous goods spill control, clean-up operations and disposal arrangements.
iv. Arrangements for the provision of technical personnel resources.
v. Provision of technical advice to local authorities, departments and agencies.
vi. Advice on public protection measures.
vii. Advice and assistance in the emergency supply of drinking water (Public Health Inspection Services).

b. Workplace Safety and Health

- as far is reasonably practicable,

i. To secure workers and self-employed persons from risks to their safety, health and welfare arising out of or in connection with, activities in their work places; and
ii. To protect other persons from risks to their safety and health arising out of, or in connection with, activities in work places.

11. **Finance**

a. Emergency financial management.
b. Processing of approved emergency operations expenditures.
c. Processing of disaster rehabilitation and compensation grants or loans.

12. **Government Services (less EMO)**

a. Special emergency accommodation.
b. Emergency purchasing services.
c. Requisition of emergency stores and construction materials.
d. Transportation of emergency supplies and equipment.
e. Provision of emergency postal services.
f. Provision of emergency tele-communications for the provincial Emergency Coordination Centre and Information Centre.

13. **Health**

a. Provision of information, advice and instructions to the public on health matters.
b. Coordination, as required, of health services in the disaster area.
c. Emergency air evacuation of casualties.
d. Establishment and operation of emergency hospitals.
e. Continuity of essential treatment and care services, including movement of patients to safe areas.
f. Provision of emergency medical stores and supplies.

14. **Highways and Transportation**

a. Road transport control.
b. Provision of transportation Coordinator.
c. Provision of road, bridge and airport construction equipment.
d. Construction of temporary roads, bridges and airports; arrangements for detours and signing.
e. Emergency repair of damaged provincial roads, bridges and airports; assistance to local authorities in the emergency repair to municipal roads, bridges and airports.
f. Advice to local authorities concerning the construction of emergency roads, bridges and airports.
g. Provision of heavy equipment and operators for construction and maintenance of dykes.
h. Provision, control and transport of pumps and hoses.
i. Provision of special transport resources for the movement of emergency equipment and supplies.
j. Marshalling of purchased/available emergency stores.
k. Provision, control and coordination of air transport resources.
l. Advice and assistance on procurement of emergency radio communications.

15. **Housing**

a. Provision of emergency housing.
b. Support Emergency Social Services in the provision of emergency accommodation.
c. Provision of damage assessment, repair or rebuilding and inspection services.
d. Maintain resource list of housing and accommodation and industrial capacity for building and repair.

16. **Municipal Affairs**

a. Special guidance and assistance in municipal administration.
b. Temporary management of municipal administration.
c. Specialized personnel support to municipalities.

17. **Natural Resources**

17.1 **Water Resources Branch**

a. Flood forecasting.
b. Direction of operation of Water Control Works.

17.2 **Engineering and Construction Branch**

a. Management of flood control operations.
b. Operation of flood control works.
c. Emergency water supply engineering services.
d. Technical advice and assistance to municipalities concerning flood protection measures, ground water, hydrology and sewage problems.
e. Requisition, control and distribution of sandbags.

17.3 **Regional Services Branch**

a. Management of forest fire operations.
b. Advice and assistance to municipalities involved in forest fire operations.
c. Provision of boats, barges, motors and operators.
d. Provision of supplementary emergency radio communications.

17.4 **Surveys and Mapping Branch**

a. Provision of maps.
b. Flood mapping and photography.

18. **Northern Affairs**

a. Advice and assistance to northern communities in emergency operations.
b. Maintenance of an inventory of equipment and stores, by description and location, that can be made available to northern communities in emergency operations.
c. Coordination of provincial support to northern communities.

19. **Manitoba Hydro**

a. Maintain a continued supply of electrical energy under emergency conditions.
b. Protect hydro installations.
c. Interrupt service when protection of life and property are involved.
d. Advise and assist municipalities and other departments with respect to the use of electrical energy.

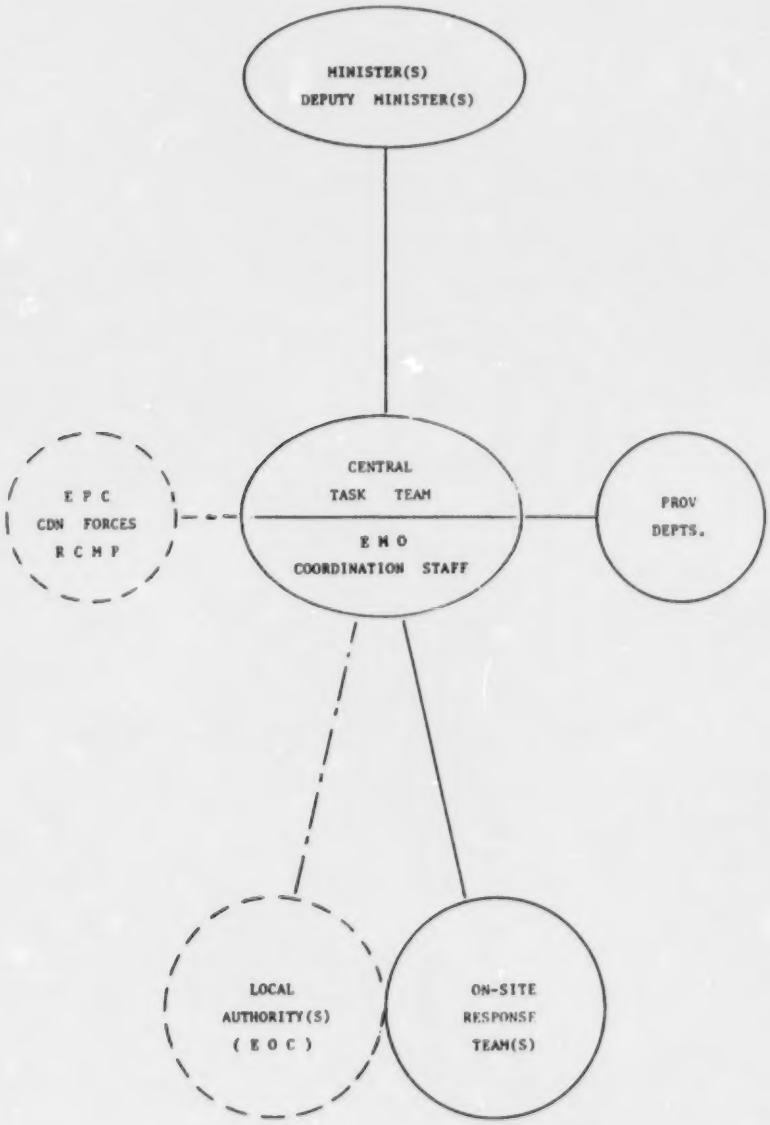
20. **Manitoba Telephone System**

a. Maintain telephone service under emergency or disaster conditions.
b. Protect Telephone System installations.
c. Implement Line Load Control as necessary.
d. Provide emergency communications when and where necessary in emergency operations.
e. Advise and assist municipalities and other departments with respect to telecommunications.

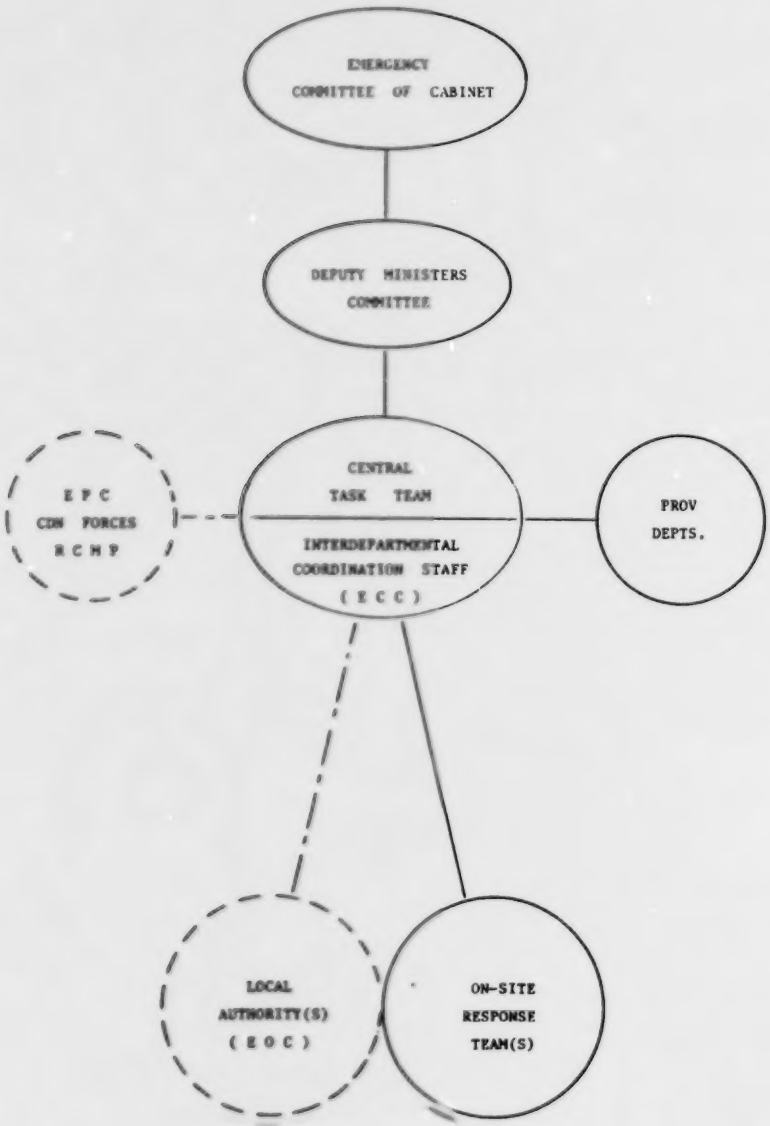
21. **Other Departments, Boards and Commissions**

a. Provision of personnel, equipment, support and assistance as may be required.

EMERGENCY RESPONSE STRUCTURE
LIMITED EMERGENCY



EMERGENCY RESPONSE STRUCTURE
MAJOR EMERGENCY



EMERGENCY COORDINATION CENTRE
ORGANIZATION, RESPONSIBILITIES
AND OPERATING PROCEDURES

LOCATION

1. The provincial Emergency Coordination Centre (ECC) is located in Room 41C of the Legislative Building. The ECC provides the working accommodation and telecommunications for departmental representatives and staff involved in the emergency operation. Accommodation in adjoining rooms is also provided for representatives of Emergency Planning Canada (EPC) and the Canadian Forces. A diagram of the ECC layout is shown at Appendix 1.

ORGANIZATION AND RESPONSIBILITIES

2. Organization

The components of the ECC are:

a. A full time (24 hr) Coordinating Staff supervised by the Coordinator and comprised of three experienced departmental representatives (8 hour shifts) from each of the involved departments. The Coordinator will be assisted by three Assistant Coordinators (8 hour shifts).

b. A full time (24 hr) support staff comprised of

(1) clerk-typists from designated departments to staff three 8-hour shifts of three clerk-typists each for a total of 9 clerk-typists per day,
(2) switchboard operators from designated departments to provide three 8-hour shifts of four operators each for a total of 12 operators per day.

c. The precise departmental representation in the ECC will depend on the nature and scope of the emergency and will be determined by the Coordinator in consultation with departments.

3. **Responsibilities**

a. The Coordinating Staff will

(1) in conjunction with the Assistant Cooordinator and other departmental staff, coordinate the response activity,
(2) provide primary link between department operations centres and the ECC,
(3) keep informed and inform other coordinating staff about departmental operations,
(4) inform and advise the Coordinator of any significant developments reported by departmental field staff or departments,
(5) maintain a register of resources for which the department is responsible and arrange for their commitment as necessary,
(6) arrange for the acquisition of needed resources from other departments,
(7) prepare departmental requisitions for emergency purchases and process in accordance with the procedures shown at Appendix 2,
(8) provide daily situation report details to the Assistant Coordinator,
(9) maintain the departmental operations log, maps and situation boards.

b. The Assistant Coordinators will

(1) coordinate staff activity,
(2) deal with incoming calls or refer calls to appropriate departmental staff for action,
(3) bring important developments to the attention of the Coordinator,
(4) ensure that initial and follow-up action is taken on all requests for information and assistance,
(5) maintain the operations log, maps and situations boards,
(6) compile daily or periodic situation reports,
(7) supervise the activity of clerk/typists and switchboard operators,
(8) take all appropriate administration action necessary for the effective operation of the Coordinating Centre.

STAFFING ACTION

4. **Pre-Emergency** When the situation warrants it the Coordinator, in consultation with the Central Task Team, and with the approval of the Deputy Minister, will assemble the ECC Coordinating Staff for the purpose of reviewing ECC staff procedures, checking communications and reviewing guidelines for action by departmental staff.

5. **Emergency** The Deputy Minister will, on the recommendation of the Central Task Team, direct the activation of the ECC. The Coordinator will contact the involved departments, informing them of precise staffing requirements and times.

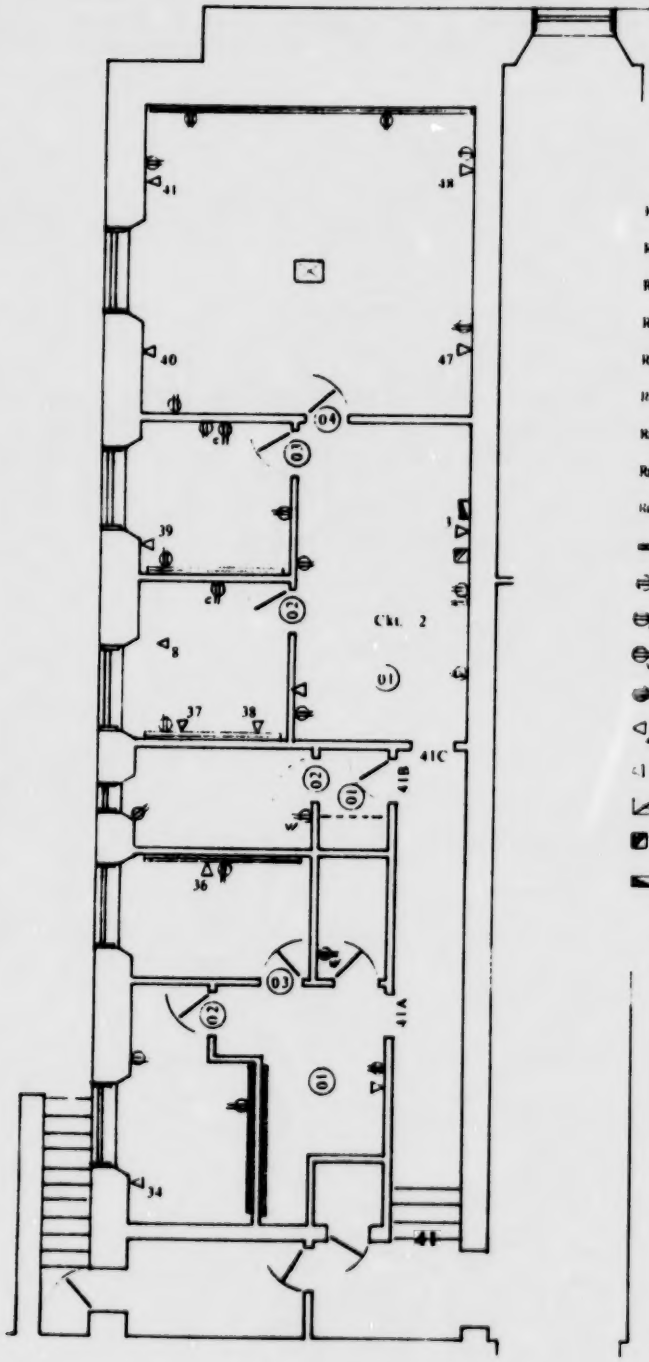
ADMINISTRATION

6. Manitoba EMO will make all the arrangements for the establishment and administrative support of the ECC. Responsibilities include:

a. Arranging for the activation of emergency communications for the centre;
b. Arranging for the provision of clerical staff;
c. Arranging for the provision of stationery items and office equipment, including copiers and telecopiers;
d. Establishment and maintaining an operating schedule for the coordinating staff;
e. Arranging for the feeding of the ECC staff;
f. Arranging for the cleaning of the ECC and adjoining offices.

Appendix 1 to ANNEX "C"
to Part I Manitoba
Emergency Plan

Emergency Coordination Centre
Room 41C - Legislative Building



LEGEND

Rm 41A (01)	Federal Receptionist
Rm 41A (02)	Emergency Planning Canada
Rm 41A (03)	Armed Forces
Rm 41B (01)	Cloak Room
Rm 41B (02)	Washroom
Rm 41C (01)	General Office
Rm 41C (02)	Telephone Operators
Rm 41C (03)	EMO Coordinator
Rm 41C (04)	Emergency Coordination Centre
	Cork Bulletin Board
	110 VAC Electrical Outlet
	110 VAC Clock Outlet
	110 VAC Wall Outlet
	220 VAC Electrical Outlet
40	Telephone Cable Identificatio
	Telephone
	Telephone Cable Access Box
	Telephone Junction Box
	Data Line c/w Data Link

Appendix 2 to ANNEX "C"
to Part I Manitoba
Emergency Plan

REQUISITIONING PROCEDURE FOR USE IN THE EMERGENCY COORDINATION CENTRE

1. When the material, supplies or service are not available or cannot be provided from within the department's supply system, the department will contact its representative in the Emergency Coordination Centre who will first attempt to satisfy the requirement from other department inventories.

2. If the requirement still cannot be satisfied, a requisition will be prepared by the departmental representative in the ECC and passed to the Department of Government Services' representative in the ECC who will, as the only representative authorized to contact the Purchasing Branch, effect the purchase. Departments not represented on the Coordinating Staff of the ECC will requisition through the Department of Government Services' representative in the ECC.

3. The requisitioning department's Coordinating Staff representative shall use the Emergency Requisition Form (copy attached) to advise the Department of Government Services' representative what material or service requires purchasing.

4. All spaces in the Requisition Department Section of the form are to be filled in completely, including the proper Emergency Appropriation Number.

5. Department of Government Services representative will return a copy of the Emergency Requisition after purchasing action has been completed.

6. The copy of the Emergency Requisition will clearly show :

   a. Where the material has been ordered from,
   b. the F.O.B. point, and
   c. an estimated delivery date.

EMERGENCY REQUISITION FORM

REQUISITIONING DEPARTMENT USE ONLY

Department of: _____

Division: _____ Branch: _____

Appropriation: _____ Requisition Number: _____

Address of Final Destination: | Invoice To:

Required Date: _____

	QUANTITY REQUIRED	DESCRIPTION OF MATERIAL OR SERVICE
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

ORIGINATOR OF REQUEST: _____

PHONE NUMBER: _____ APPROVED: _____

PURCHASING BRANCH USE ONLY

Requisition Received _____ Order Placed _____

	Supplier	Contact	P.O. #	ORDER NO.	UNIT PRICE	TOTAL PRICE	EST. DEL. DATE
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

	Supplier	Contact	P.O. #	ORDER NO.	UNIT PRICE	TOTAL PRICE	EST. DEL. DATE
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

	Supplier	Contact	P.O. #	ORDER NO.	UNIT PRICE	TOTAL PRICE	EST. DEL. DATE
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

SPECIAL DELIVERY INSTRUCTIONS: Circle one.

Willing to Pick up. Make all Transportation Arrangements.

PROVINCIAL INFORMATION CENTRE

GENERAL

1. It may become necessary in a limited emergency, or a major emergency not requiring the activation of the ECC, to establish and operate an information centre to deal with the large number of inquiries from the general public. The decision to establish an information centre will be made by the Minister on the recommendation of the Central Task Team.

LOCATION/FACILITIES

2. The Information Centre may be established in Room 41C of the Legislative Building or in the EMO offices on the 15th floor of the Woodsworth Building, 405 Broadway Avenue, Winnipeg. When the ECC is activated the Information Centre will be located in Rm. 41C of the Legislative Building.

3. The Centre will be provided with special telephone numbers for local and toll-free rural calls. Code-a-phones may be used to provide information during the hours when the Centre is not physically staffed.

4. A diagrammatic layout of the Centre (EMO Office) is shown at Appendix 1.

STAFFING

5. The Centre will be staffed by a team of involved departmental representatives and an EMO duty coordinator. It will have a staffing capability for three eight-hour shifts covering each twenty-four hour period. The precise departmental composition of the team and hours of operation will depend on the nature and scope of the operation and will be decided by the Minister on the recommendation of the Central Task Team.

STAFFING PROCEDURES

6. **Pre-Emergency** Prior to the establishment of the Centre, the Coordinator will brief the Emergency Planning Officers of the involved departments about the staffing requirements and operation of the Centre.

7. Departmental Planning Officers will make the necessary arrangements to provide the appropriate departmental personnel, to brief them about their departmental responsibilities in the Centre and to provide them with all necessary information and reference material for an adequate information response to the public. Departmental Planning Officers will be responsible for providing the necessary departmental shift schedules to the Coordinator.

8. **Staffing Action** When the establishment of the Information Centre is directed, EMO will contact the involved Departmental Planning Officers, notify them of the time for the opening of the Centre and request them to take appropriate action for departmental staffing of the Centre.

OPERATING PROCEDURES/RESPONSIBILITIES

9. **Manitoba EMO Duty Coordinator** The EMO Duty Coordinator will :

a. Coordinate the activity of the Centre.
b. Brief all incoming shifts.
c. Ensure that a proper hand-over between successive shifts is accomplished.
d. Ensure that all desk personnel are kept informed of new developments and important information.
e. Keep maps, situation boards and telephone lists up-to-date.
f. Maintain an EMO Staff Coordinator Log.
g. Ensure that the Centre has the necessary furniture, stationery and communications necessary for its operation.
h. Take all administrative action for the effective operation of the Centre.

10. **Departmental Desk Personnel** Departmental personnel will :

a. Report to the Centre in time for briefing and staffing the departmental desk.
b. Respond to calls in relation to departmental expertise.
c. Maintain departmental desk log.
d. Compile important departmental information for succeeding departmental desk personnel.
e. Execute thorough hand-over to succeeding departmental desk personnel.

ADMINISTRATION

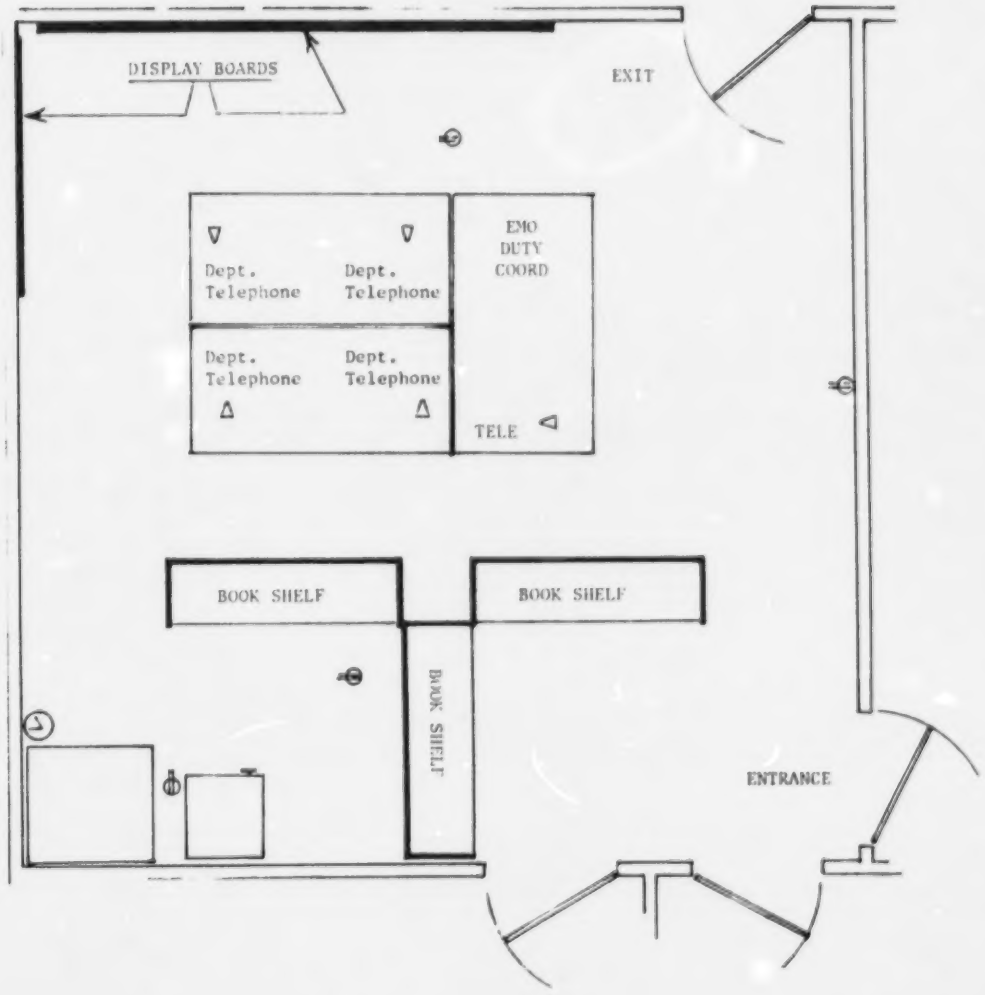
11. The EMO Duty Coordinator is responsible for all elements of administration for the Centre. These include :

a. Arrangements with Communications Services for the provision of emergency communications.
b. The physical arrangements of the Centre, i.e. furniture, displays, stationery, refrigerator, coffee machine.
c. The feeding arrangements with the building cafeteria and purchase orders for outside meals.
d. The security arrangements for after business hours and weekends operations.
e. The parking arrangements for departmental desk personnel.

Appendix 1 to ANNEX "D"
to Part 1 Manitoba
Emergency Plan

INFORMATION CENTRE

Diagrammatic Layout



Location - EMO Office
15th Floor, Woodsworth Building
465 Broadway Avenue

DUTIES OF THE EMERGENCY MEASURES LIAISON OFFICER (EMLO)

GENERAL

1. Emergency Measures Liaison Officers may be required in an emergency to liaise with and assist local authorities in the implementation of their emergency response plans. Liaison officers will be provided by EMO, however other departments may be requested to designate Liaison Officers from their field or central office staff at or near the location of the emergency.

DUTIES

2. The principal responsibilities of the EMLO are as follows:

a. Establish liaison with the Mayor/Reeve and local officials of the municipality requiring emergency assistance.
b. Advise and assist local authorities in the implementation of their emergency response plans.
c. Transmit to EMO or other appropriate headquarters a factual situation report at regular intervals.
d. Recommend the provision of specific assistance, including military assistance where appropriate.
e. Recommend the assumption of departmental or provincial control of such aspects of the operation as may be appropriate.
f. Assist the designated OSC in the coordination of the emergency response.
g. Maintain an operations log.

DUTIES OF AN ON-SITE COORDINATOR (OSC)

GENERAL

1. An On-Site Coordinator will be required in an emergency to coordinate the on-site emergency response of participating agencies. OSCs will be provided by EMO from available EMO Municipal Advisors, however, other departments may be requested to designate an OSC from their field or office staff.

DUTIES

2. The principal responsibilities of the OSC are to:

   a. Establish a provincial Command Centre for the control and coordination of emergency on-site operations.
   b. Establish and maintain contact with all involved and responding agencies.
   c. Coordinate the on-site provincial, and when appropriate, the overall emergency response of participating agencies by,
      (1) chairing meetings of representatives of responding/involved agencies,
      (2) Maintaining contact with and reporting to higher authority (CTT if activated),
      (3) Referring unresolved matters to higher authority (CTT if activated) for resolution and direction.
   d. Remain on site until the termination of the emergency.
   e. Maintain an operations log.

MOBILE COMMAND CENTRE

GENERAL

1. The Manitoba Emergency Measures Organization maintains and operates the Government of Manitoba Mobile Command Centre (MCC) vehicle. The vehicle is designed to facilitate the control and coordination of the provincial emergency response by providing temporary working space, communications and accommodation in local areas or on-site where such facilities are not available.

LOCATION

2. The vehicle is normally located in its assigned parking area at the Central Provincial Garage, 626 Henry Avenue, Winnipeg.

ACTIVATION

3. The MCC will be deployed by EMO in response to requests from the EMLO, the OSC or other authorized departmental emergency response personnel.

OPERATION

4. Instructions on the operation of the MCC facilities are contained in the Operating Instructions Manual located in Drawer #1 of the desk unit.

SPECIFICATIONS AND EQUIPMENT/INVENTORY

5. Vehicle specifications, equipment and other inventory items are shown in Appendix 1.

MOBILE COMMAND CENTRE

1. SPECIFICATIONS

a. 1974 International - 3 Ton, 4 Wheel Drive, Front End Winch (2,000 lbs.) Overall Length - 25 feet, Height - 12 feet and Width - 8 feet 6 inches.

2. EQUIPMENT

DESCRIPTION	LOCATION
a. Electrical Systems -	
1) 12V-250A Battery, or	
2) 110 VAC to 12 VDC power converter.	
- change-over switch	Under radio shelf
- 110 VAC, 2500 Watt "ONAN" Generator c/w 25' extension cable.	Truck box floor
- 110 VAC line to truck extension cable (75').	Cabinet "B"
b. Communication Systems	
1) M.T.S. mobile telephone - YS6-2740 Wpg.	Radio shelf
- extension head	Truck cab
2) Narco - VY-081 - ground to air. Variable frequency 118.00 to 135.95 mhz.	Radio shelf
3) Motorola MCX 100 - VHF 32F	Radio shelf
F1 to F13 - MTS Mobile Telephone	
F14 to F21 - Dept. of Natural Resources	
F22 to F27 - EMO - EPC	
F28 - Weather	
F29 - Fire Commissioner's Service	
F30 - Ambulance	
4) Marconi VHF Port-a-phones (3)	Drawer 2
Simplex frequency 148.685.	
- charging units (3).	Drawer 2
5) Johnson Messenger 303 - CB Transceiver.	Radio shelf
Frequencies 27.72 mhz & 27.86 mhz.	
6) RCMP wiring and antenna systems.	Radio shelf
7) R.C.A. Veetac UHF (Wpg. Police).	Radio shelf
CH 1 - P1 Districts 1, 2 & 6.	
CH 2 - P4 Mobile Information.	
CH 3 - P5 Emergency Channel.	
CH 4 - P2 Districts 3, 4 & 5.	
CH 5 - Simplex special usage.	

2. **EQUIPMENT (Continued)**

DESCRIPTION	LOCATION
8) Hallicrafters receiver (AM-short wave).	Radio shelf
9) M.T.S. telephone wall jacks (3).	Radio shelf
10) Federal Public Address and siren.	Radio shelf
11) Loudhailers (2).	Cabinet "E"
c. Heating Systems -	
1) In-transit - engine coolant heater	
- dual fan controls	Truck cab dash
2) Propane units	
- furnace c/w thermostat	Truck box wall
- catalytic heater	Truck box floor
- propane tanks (4)	Exterior carriers
3) Coleman Catalytic Heater	Cabinet "G"
d. Interior Lighting Systems -	
1) 110 VAC/12 VDC Ceiling lamps	
2) 110 VAC desk lamp	Cabinet "A"
e. Portable Lighting System -	
1) 110 VAC, 1500 Watt "TAMPER" generator	Truck box floor
2) Spot lamp holders (3)	Lighting box
3) Spare spot lamps, 500 Watt (3)	Cabinet "D"
4) 100' extension cables (5)	Lighting box
5) 75' extension cable for Onan Generator (1)	Lighting box
f. Safety Equipment -	
1) Fire extinguishers - dry chemical	
- 2 lb. (1)	Truck cab
- 2 3/4 lb. (1)	Truck box
- replacement cylinders (2)	Cabinet "B"
- 10 lb. (1)	Truck box
2) Water pails (2)	Cabinet "D"
3) Rope	
1/4" polypropolene (1300 ft.)	Cabinet "E"
1/2" nylon (150 ft.)	Cabinet "E"
1/2" nylon (160 ft.)	Cabinet "E"
4) Road reflectors (1 set)	Cabinet "B"
5) Flares - 30 minutes (6)	Cabinet "B"
6) First aid kit (1)	Cabinet "F"
7) Radar lite battery lanterns (2)	Cabinet "C"
8) 3' x 50' International orange sheet (1).	Cabinet "G"
g. Life Support -	
1) Coleman stove and stand (1).	Cabinet "H"
2) Sleeping bags (2).	Cabinet "H"
3) Parka (1).	Clothes hook
4) Wind pants (3).	Clothes hook
5) Coffee maker (1).	Cabinet "E"
6) Coffee supplies.	Cabinet "F"

2. **EQUIPMENT (Continued)**

DESCRIPTION	LOCATION
h. Miscellaneous -	
1) Tow chain	Truck cab
2) Winch control cable.	Cabinet "B"
3) Winch pulley.	Cabinet "B"
4) Tool kit.	Cabinet "B"
5) Safety fuel can.	Cabinet "G"
6) Garbage bags (2 boxes).	Cabinet "G"
7) Batteries	
Type C (48)	Cabinet "C"
Type D (24)	Cabinet "C"
8) Provincial map set (1).	Cabinet "G"
9) Block heater extension cable (1).	Cabinet "B"
10) Stationery supplies.	Drawer "3"
i. Miscellaneous - (contd.)	
11) Emergency signs.	Cabinet "G"
12) Fire axe (1).	
13) Broom (1).	
14) Waste Basket (1).	
15) Portable typewriter (1).	Cabinet "G"

EMERGENCY COMMUNICATIONS

GENERAL

1. Good communications are of paramount importance to the effective conduct of emergency operations. It will be essential therefore to ensure that there is a secure and dedicated emergency communications system to permit the controlling and coordinating autnorities at each level of government to effectively perform their functions. Such a system will include the necessary arrangements for a back-up systems in the event that the primary systems fail or are disrupted.

COMMUNICATIONS FACILITIES SERVICES

2. **Telephone Service** In the first instance, reliance must be placed on the existing telephone services and such other planned and dedicated telephone services that can be called up at short notice to supplement normal service. When and where conditions and circumstances permit, additional telephone service may be added to meet the demands of the emergency.

3. **Telecommunications** The use of telecommunications equipment may assist greatly in the rapid passage of essential information, maps or diagrams between emergency sites, operating centres, coordinating centres and headquarters.

4. **Radio Service** Departments and municipal services will operate their existing radio communication networks in accordance with their emergency plans. Where radio service is required in specific emergency areas, arrangements will be made by the Emergency Coordinating Centre.

RESPONSIBILITIES

5. **Provincial** The Communication Services of the Department of Government Services is responsible for :

a. the provision of emergency telephone communications in the Emergency Coordination Centre and/or the Provincial Information Centre.
b. arranging for additional telephones and/or radio communications to meet the emergency requirements of departments and agencies.
c. arranging for the provision of telecommunications equipment for the ECC and/or Information Centre.

6. The Department of Natural Resources radio facilities, supplemented where necessary by additional equipment, will comprise the Manitoba Government's principal system of emergency radio communications.

RESPONSIBILITIES (Continued)

7. **Departmental** Departments are responsible for :

a. providing or arranging for the provision of emergency telephone, radio and fascimile equipment required by the department.
b. assisting other departments with their surplus capacity of communication resources.

8. Manitoba Telephone Service (MTS) will advise and assist departments and municipalities with the planning for and the provision of emergency telephone communications.

9. **Municipal** Municipalities are responsible for :

a. providing or arranging for the provision of emergency telephone, radio and telecommunications equipment required by the municipality for the conduct of emergency operations.
b. designating a municipal communications coordinator to coordinate communications requirements and tasks at the local level.
c. requesting communication assistance from higher authority.

COMMUNICATIONS SECURITY

10. **Line Load Control (LCC)** At times during an emergency when there is high demand on telephone communication facilities and in order to prevent a communication breakdown, the Manitoba Telephone System will take action to control the amount of communication traffic. The action is called Line Load Control and it ensures protected two-way service for those subscribers required to take action in an emergency while at the same time permitting in-coming service on all other lines.

VOLUNTEER ASSISTANCE GUIDELINES

GENERAL

1. The effectiveness of the municipal/provincial emergency response will depend to a large degree on the full utilization of all resources in the community. The province and most municipalities have a number of social agencies, clubs, organizations and other civic and service-minded groups who are prepared to provide a wide range of skills, manpower and equipment, at little or no cost, in the event of an emergency.

ASSISTANCE GUIDELINES

2. Volunteer agencies may make their services available to provincial and municipal authorities.

3. If appropriate and when necessary, a memorandum of understanding or a letter of intent may be prepared and signed by both the provincial or municipal authority and the volunteer agency. The memorandum or letter should specify the forms of assistance to be provided and the arrangements, including financial, for its provision.

4. Procedures for obtaining and rendering assistance are set out in this provincial and municipal emergency plans.

5. Volunteer agencies will, depending on their assigned tasks, be allotted to the appropriate emergency response department who will control and/or coordinate the volunteer agency response.

6. A list of currently available volunteer organizations, the forms of assistance they provide, and the Provincial departments responsible for controlling and/or coordinating such assistance are shown at Appendix 1.

Appendix 1 to ANNEX "J" to
Part 1 of the Manitoba
Emergency Plan

VOLUNTEER AGENCIES

Serial	Agency	Forms of Assistance	Department
1.	Red Cross Society	Medical Welfare	Health (EHS) Community Services (ESS)
2.	Salvation Army	Social Services	Community Services (ESS)
3.	St. John Ambulance	Medical	Health (EHS)
4.	Mennonite Disaster Services	Clean-up Construction	Government Services (EMO)
5.	Amateur Radio Emergency Services	Communications	Government Services (EMO)
6.	Citizens Band Radio Clubs	Communications Transport	Government Services (EMO)
7.	Snowmobile Club	Communications Transport	Government Services (EMO)
8.	Manitoba Air Patrol	Aircraft	Government Services (EMO)

POST-EMERGENCY REPORT FORMAT

AIM

1. The aim of this format is to facilitate the compilation of the final provincial report on an emergency, to provide an accurate record of departmental experience and to make comments and recommendations with a view to improving the overall government response to emergencies and disasters.

FORMAT

2. **Paragraph Headings**

a. General
   - a brief description of the emergency.

b. Emergency Response Organization
   - describe the departmental emergency response organization and/or indicate the extent of departmental involvement in terms of personnel or response structure that functioned in an emergency capacity.

c. Sequence of Events
   - in chronological order, list significant departmental actions or events

d. Emergency Costs (if applicable and available)
   - outline the costs incurred by the department during the emergency.
   - estimated clean-up costs.

e. Comments and Recommendations
   - list departmental comments and recommendations. Use any appropriate functional headings such as plans and procedures, command and control, coordination, communications, evacuation/re-entry, stores and equipment, purchasing, legislation, etc.

3. **Attachments**

Attach essential supporting papers and such other documents, maps, diagrams, data or statistics that may be useful to the understanding and/or preparation of the final report.

PROCEDURES

4. Departmental Emergency Planning Officers of those departments involved in the emergency will submit departmental reports to EMO within 30 days of the termination of the emergency.

5. Departmental reports will be collated by EMO with the involved departments and a final provincial report prepared within 60 days of the termination of the emergency.

6. Departmental Emergency Planning Officers, and the Interdepartmental Emergency Preparedness Committee when appropriate, will take action to implement ministerial or other higher authority direction resulting from consideration of the recommendations in the final report.

MANITOBA
EMERGENCY PLAN

PART II
EMERGENCY ACTION GUIDELINES

AIM

The aim of these guidelines is to :

- amplify, in relation to specific contingencies, the emergency response organization and procedures shown in the basic plan at Part I, and

- set forth any special emergency response organizational requirements, procedures and guidelines that are peculiar to specific contingencies.

CONTINGENCIES

The contingencies dealt with in this part of the plan are :

1 - Flood Emergency

2 - Forest Fire Emergency

3 - Dangerous Goods Emergency

4 - Health Emergency (WEE)

EMERGENCY ACTION GUIDELINES
FOR
A GENERAL FLOOD EMERGENCY

General

1. These guidelines are designed to provide a prompt and coordinated provincial government response to a general flood emergency in the Red River Valley, to flooding caused by the Assiniboine River or to lesser flooding in other areas of the province.

The Flood Threat

2. The province is drained by several major rivers including the Winnipeg, Red, Assiniboine and the Saskatchewan which all flow through Manitoba into Lake Winnipeg. The Lake Manitoba-Lake Winnipegosis system also drains into Lake Winnipeg through the Dauphin River. In the spring, runoff from melting snow frequently causes flooding of the land bordering these rivers and tributaries.

3. In 1950 the floodwaters of the Red River extended over fifteen miles in width, flooding an area of approximately five hundred square miles. Following further extensive flooding in 1955 and 1966, control works were built which included the Red River Floodway around Winnipeg, the Portage Diversion, the Shellmouth Reservoir, and ring dykes around the main communities in the Red River Valley. While these control works were and are most effective in protecting the major communities, large areas of the Red River Valley continue to be subject to wide spread flooding such as that experienced in the floods of 1974 and 1979.

Development of a General Flood Emergency

4. The progressive stages in the development of a general flood emergency are as follows:

a. **Normal Spring Runoff.** Conditions will be monitored and the progress of the spring runoff will be reported.
b. **Limited Flooding.** Limited flooding will produce local problems which will be dealt with by municipal authorities with the technical advice and assistance of provincial departments.
c. **Advanced Flooding.** When the required emergency response to flooding exceeds the municipal capability, the municipality may formally request the responsible provincial department to act as the municipalities' agent in fighting the flood. The municipality continues to be responsible for all costs including equipment rental, sandbags, sandbagging, etc..
d. **General Flood Emergency.** When the flooding involves large areas of contiguous local flooding and is beyond the response capability of the several involved municipalities, the provincial government may declare a general flood emergency and authorize and coordinate the required provincial support response.

Responsibility Guidelines

5. **Provincial.** The Department of Natural Resources will be the key department in the flood emergency response. It will require the considerable technical involvement of the Engineering and Construction and Water Resources Branches and the assistance of most other departments and agencies. The province is responsible for:

a. Flood forecasting and flood information.
b. Advising and assisting local authorities in alerting and informing citizens and communities about the flood emergency.
c. Supporting municipal flood operations as requested.
d. Performing specific flood control tasks when requested and authorized by local authority.
e. The operation of flood control works as provided for in the Water Resources Administration Act and Regulations.
f. Advising and assisting local authorities in the evacuation of citizens from and re-entry to, their communities.
g. The overall coordination of the provincial and municipal emergency response when necessary or appropriate.
h. Providing or arranging for the provision of flood stores and equipment.
i. Maintaining emergency communications with local authorities of flooded areas.
j. Arranging for support from federal, other provincial and U.S.A. authorities.
k. Enacting such emergency legislation as may be necessary for the more effective conduct of the emergency response.
l. Flood damage estimation and compensation.

6. **Municipal.** Local authorities are responsible for :

a. Directing and controlling all flood emergency operations in the municipality.
b. Arranging for the performance of specific flood control tasks by provincial departments or agencies.
c. Arranging the necessary administrative support for provincial, departmental, agency or other personnel who are supporting the municipal operation.
d. The evacuation and return of citizens of the municipality including the reception arrangements with neighbouring municipalities.
e. Coordinating flood damage and other compensation claims.

Participating Departments and Agencies

7. **Key Provincial Departments and Agencies.**

The Executive Council
Department of Agriculture
Department of Community Services and Corrections
Department of Government Services
Department of Health

Participating Departments and Agencies (Continued)

7. **Key Provincial Departments and Agencies** (Continued)

Department of Highways and Transportation
Department of Natural Resources
Department of Northern Affairs
Manitoba Hydro
Manitoba Telephone System
"D" Division RCMP.

8. **Supporting Departments and Agencies.**

Department of the Attorney General
Department of Environment and Workplace Safety and Health
Department of Finance
Department of Labour and Employment Services
Department of Municipal Affairs

9. **Federal Departments/Agencies.**

Emergency Planning Canada
Environment Canada
Transport Canada
Department of National Defence
Department of Indian and Northern Affairs

Emergency Response Structure

10. The elements of the provincial emergency response structure (described in Part I of the plan) which will be activated for a major flood emergency are :

a. **The Emergency Committee of Cabinet.**
- The Minister of Government Services
- The Attorney General
- The Minister of Agriculture
- The Minister of Community Services and Corrections
- The Minister of Finance
- The Minister of Health
- The Minister of Highways and Transportation
- The Minister of Municipal Affairs
- The Minister of Natural Resources
- The Minister of Northern Affairs.

b. **Deputy Minister Committee.**
- The Deputy Minister of Government Services
- The Deputy Minister of The Attorney General
- The Deputy Minister of Agriculture
- The Deputy Minister of Community Services & Corrections
- The Deputy Minister of Finance
- The Deputy Minister of Health
- The Deputy Minister of Highways & Transportation
- The Deputy Minister of Municipal Affairs
- The Deputy Minister of Natural Resources
- The Deputy Minister of Northern Affairs
- The Director Information Services.

Emergency Response Structure (Continued)

c. Central Task Team
- The Coordinator, Manitoba EMO
- Senior staff representatives of the
  - Department of Agriculture
  - Department of the Attorney General
  - Department of Community Services & Corrections (ESS)
  - Department of Finance
  - Department of Government Services
  - Department of Health (EHS)
  - Department of Highways & Transportation
  - Information Services
  - Department of Municipal Affairs
  - Department of Natural Resources
  - Department of Northern Affairs
  - Manitoba Hydro
  - Manitoba Telephone System
  - "D" Division RCMP
- The Regional Director, Emergency Planning Canada
- The Senior Staff Officer, Regional Operations, Air Command Headquarters
- Representative of the City of Winnipeg.

d. Coordinating Staff (ECC)
- The Coordinator, Manitoba EMO
- Assistant Coordinator, Manitoba EMO
- Staff representatives of the
  - Department of Agriculture
  - Department of Community Services & Corrections (ESS)
  - Department of Health (EHS)
  - Department of Highways & Transportation
  - Department of Government Services
  - Department of Natural Resources
  - Information Services

e. On-Site Response Teams
- Manitoba EMO Municipal Advisors
- Field staff representatives from some or all of the
  - Department of Natural Resources
  - Department of Agriculture
  - Department of Community Services (ESS)
  - Department of Northern Affairs
  - Information Services

FLOOD EMERGENCY RESPONSE PHASES

11. **Phase I - Pre-Emergency.**

Beginning in February of each year, the Flood Forecasting Committee evaluates the possibility of spring flooding. Preliminary flood forecasts are made before the melt period begins. Key departments are alerted and the Central Task Team begins its meetings to monitor the flood threat. Emergency Measures Municipal Advisors increase their visits to municipalities in the flood prone areas. Grain stocks are moved from flood prone areas.

12. **Phase II - Preparatory Stage.**

An increased state of readiness will result from the growing threat of flooding indicated in flood forecasts. Municipalities in the threatened areas and provincial departments will prepare for flood emergency operations. Preparations include the review and updating of flood emergency plans and procedures, the checking of stores, equipment and manpower resources. Where appropriate, fodder and equipment should be moved to safe areas and livestock evacuated. Emergency Measures Municipal Advisors and departmental office and/or field staff will advise and assist local authorities. Elements of the provincial emergency response structure are alerted and response personnel briefed.

13. **Phase III - Limited Flood Emergency.**

Limited flood emergency operations may be conducted simultaneously in several areas of the province by the involved local authorities. Provincial advice and assistance will be provided within the capabilities of responding departments. Coordination of the provincial response will, where necessary, be provided by the Manitoba Emergency Measures Organization.

14. **Phase IV - General Flood Emergency**

When it is clear that a substantial and sustained provincial response will be required to deal with the flood emergency, elements of the provincial emergency response structure will be activated. Provincial departments and municipalities will respond in accordance with their emergency plans. The provincial Emergency Coordination Centre will be activated and will provide the necessary coordination of departmental and provincial/municipal emergency responses. Provincial on-site response teams will be deployed to advise and assist local authorities in the conduct of flood fighting operations and when necessary, the evacuation of citizens.

15. **Phase V - Post Emergency.**

Post emergency operations will involve extensive provincial assistance to municipalities in such activities as re-entry operations, clean-up, the restoration of utilities, flood damage estimation, claims for compensation and the resolution of flood operations costs.

16. Action guidelines covering the above phases of the flood emergency response are shown at Attachment 1.

EVACUATION AND RE-ENTRY

17. The outline arrangements for evacuation and re-entry operations in the Red River Valley are shown at Attachments 2 and 3 respectively, to these guidelines.

EMERGENCY LEGISLATION

18. The voluntary evacuation of persons from flood threatened areas may be recommended by local and/or provincial authorities and accomplished without the enactment of any special emergency legislation.

19. The Minister of Natural Resources, who is charged with the administration of the Water Resources Administration Act may, in writing, order the evacuation of the dyked areas of designated dyking systems for which his department is responsible, in order to protect the health and safety of persons in the dyked areas and to prevent loss of life. The specific areas covered by the Act are the Town of Emerson and Morris and the Villages of Letellier, Rosenort, St. Adolphe and St. Jean Baptiste.

20. When other additional emergency authority or emergency powers are considered to be essential to the effectiveness of the emergency response, provincial and municipal authorities will enact the required special emergency legislation.

Attachment 1 to Emergency Action Guidelines for a Flood Emergency

RED RIVER FLOOD EMERGENCY

Emergency Action Guidelines

Serial	Action	Responsibility
	Pre-Emergency	
1	Preliminary Flood Forecasting Liaison with U.S. authorities on flood prediction.	Natural Resources
2	News Releases on Flood Forecast issued.	Minister of Natural Resources/Info Services
3	Central Task Team meets to consider threat.	Coordinator EMO/ Departments
4	Key provincial departments are alerted.	Coordinator EMO
5	Municipal Advisors increase liaison visits to municipalities of flood prone areas.	EMO
6	Contact and advise local authorities on movement of grain stocks from flood prone areas.	Agriculture
	Preparatory Stage	
1	Flood forecasting continues.	Natural Resources/ Info Services
2	Spring runoff outlook issued.	Natural Resources/ Info Services
3	Update flood plans/procedures.	Departments/ Municipalities
4	Check resources of stores, equipment and manpower. Take replenishment and/or purchasing action.	Departments/ Municipalities

Serial	Action	Responsibility
	Preparatory Stage (Continued)	
5	Meet with local authorities to consider flood control measures, emergency dyking.	Eng & Const Natural Resources
6	Meet with local authorities to review emergency response/evacuation plans and procedures.	EMO/ EHS/ESS
7	Meet with local authorities to advise and assist local authorities on movement of fodder and livestock	Agriculture
8	Central Task Team continues to meet, informs Deputy Minister Committee about the developing flood threat, action taken and recommendations for further action	EMO/ Departments
9	Elements of the provincial emergency response structure are alerted and response personnel briefed.	EMO
10	Provincial Emergency Coordination Centre is made ready and Coordinating Staff are briefed.	EMO/ Departments
11	ECC telephone communictions installed and checked.	Comm Ser Govt Ser
12	Information/news release procedures are set up and media advised.	Info Services
13	Preliminary contractual arrangements made with commercial firms for dyking operations.	Eng & Const Natural Resources
14	Arrange special financial appropriation and coding.	Finance
15	Arrangements made with transportation authorities for the movement of grain fodder and livestock.	Agriculture/ Hwys & Trans/ EPC
16	Arrangements made for the assistance of Canadian Forces.	EMO/ Cdn Forces
17	Arrangements made for the provision of railway water tank cars to transport drinking water to threatened communities.	EMO/EPC

Serial	Action	Responsibility
	Limited Emergency	
1	Daily operations flood forecasts issued.	Water Resources Natural Resources
2	Central Task Team meets regularly to review flood operations and plan further action.	Coordinator EMO/ Departments
3	Provincial on-site response teams are deployed as necessary to the affected municipalities.	EMO/CTT Departments
4	Municipalities respond in accordance with their procedures for a flood emergency.	Municipalities
5	Provincial response in support of municipal operations is coordinated as necessary, by the Manitoba Emergency Measures Organization.	Departments/ EMO
	General Flood Emergency	
1	Daily operational flood forecasts and information on water levels and flow are issued.	Water Resources Natural Resources
2	Central Task Team meets daily, briefs and makes recommendations to Deputy Minister Committee.	Coordinator EMO/ CTT
3	Deputy Minister Committee and Emergency Committee of Cabinet meet as necessary.	Deputy Minister/ Minister
4	Elements of the provincial emergency response structure are activated.	Coordinator EMO/ Departments
5	Emergency Coordination Centre is activated and provides the coordination for the provincial and provincial/ municipal response.	Coordinator EMO/ Departments
6	Issue operations telephone lists to municipalities, departments and agencies.	ECC
7	Coordinate and control public information	Info Services

Serial	Action	Responsibility
	General Flood Emergency (Continued)	
8	Departments and agencies activate and staff their twenty-four hour a day emergency telephones.	Departments/ Agencies
9	Provincial on-site response teams are deployed by the Central Task Team to advise and assist local authorities in the flood threatened areas.	EMO/CTT/ Departments
10	Canadian Forces are deployed to designated localities.	EMO/ Cdn Forces
11	Municipalities conduct flood operations, evacuate citizens, hospitals, care homes as necessary, assisted by on-site response teams.	Municipalities/ On-Site Response Teams/ESS/ EHS/RCMP
12	Assistance is provided to evacuees at reception centres by the designated reception communities.	Municipalities/ ESS/EHS
13	Departments and agencies support municipal flood operations in accordance with departmental and agency response procedures.	Departments/ Agencies
14	Emergency Legislation enacted as necessary to evacuate citizens from ring dyked towns.	Natural Resources/ Attorney General
15	Implement and coordinate arrangements ments for the shutting down of utilities/services in the evacuated areas.	Municipalities/ CTT/ECC
16	Advise and assist school authorities in flooded areas in arrangements for school closing and continuing education requirements.	Education
17	Arrange and coordinate the provision of transport to supplement municipal resources.	Hwys & Trans/ Govt Ser
18	Arrange through EPC the adjustment of postal service to flooded areas.	CTT
19	Maintain regular patrols of all property in the flooded areas.	RCMP

Serial	Action	Responsibility
	Post-Emergency	
1	Initiate preparatory arrangements for re-entry.	Municipalities/ On-site Response Teams/CTT/RCMP
2	Support and where necessary coordinate municipal re-entry preparations.	CTT/ECC
3	Initiate re-entry information program.	Info Ser/ Departments
4	Ensure that municipal preparations for re-entry are complete and that provincial responsibilities have been discharged.	CTT
5	Implement re-entry operations when communities are prepared to receive returning citizens.	Municipalities/ On-Site Response Teams/ECC/ Departments
6	Support municipal re-entry operations and coordinate as necessary.	Departments/ ECC
7	Arrange for flood damage estimation.	MDAB/Departments
8	Process claims for compensation.	Local authorities/ MDAB
9	Process operations costs.	Finance.

Attachment 2 to Emergency Action Guidelines for a Flood Emergency

EVACUATION GUIDELINES

General

1. These guidelines provide a municipal evacuation plan outline and describe the provincial support arrangements for the evacuation of communities from the flood-prone areas of the Red River Valley. Municipal evacuation plans and arrangements will be made by local authorities with the advice and assistance of provincial departmental staff from Agriculture, Emergency Health Services, Emergency Social Services, Municipal Affairs, Natural Resources and coordinated by the Emergency Measures Organization. The guidelines provide a framework for the coordinated implementation of the municipal evacuation plans by local authorities, supported and assisted by provincial departments and coordinated by the the provincial Emergency Coordination Centre.

Evacuation Operations

2. **Municipal Evacuation Plan Outline**

a. **Evacuation Report Centre.** Establish report centre and inform community of its location.

b. **Registration.** Register all persons being evacuated. Indicate requirements for transportation and accommodation. Indicate destination of those making private arrangements. Volunteer Red Cross to assist.

c. **Hints for People Leaving Homes.** Provide information on how to prepare homes that are to be vacated and what essential items should be taken by evacuees.

d. **Warning Arrangements.** Indicate method of warning citizens to report to assembly points/areas.

e. **Assembly Points/Areas.** Designate assembly points for evacuee pick up/areas for vehicles.

f. **Transport.** Indicate arrangements for vehicles, boats and helicopters.

g. **Hospitals/Care Homes.** Special arrangements for movement of patients and residents.

h. **Evacuation Routes.** Designate road, boat and air routes.

2. **Municipal Evacuation Plan Outline** (Continued)

i. **Report Centres/Landing Areas.** Designate report centres for road transport and landing areas for boats and helicopters.

j. **Transport Arrangements for Landing Areas.** Indicate arrangements for transport to move evacuees from landing areas to reception centres.

k. **Reception Centres.** Indicate the location(s) of reception centre(s), contact persons and telephone numbers.

l. **Communications.** Describe communications arrangements between municipal EOC, assembly points/areas, report centres and reception centres.

3. **Arrangements for Stay-Behind Party**

a. When it is decided to evacuate the citizens of a flood threatened community but to continue to maintain the dyking system, a list of personnel in the stay-behind party will be established, authorized and maintained by the local authority. The stay-behind party will normally include essential members of the local authority, essential municipal services personnel, the provincial on-site response team, Engineering & Construction Team, the RCMP and may be augmented by a Canadian Forces element.

b. Evacuation planning for the stay-behind party will, in addition to the appropriate points listed in the above plan outline, require to

(1) establish the responsibility and procedures for making the decision to evacuate,
(2) establish priorities and procedures for the phased evacuation of all elements of the stay-behind party,
(3) establish any special warning arrangements for the timely notification of all personnel,
(4) establish procedures for a check-off system to ensure that all personnel are accounted for in the evacuation of the stay-behind party.

4. **Provincial Support Arrangements**

a. **Warning and Information.** The provincial ECC will assist and coordinate warning arrangements for evacuating communities. Information Services will coordinate the assistance of the media in disseminating warning and information to the public.

b. **Registration.** Emergency Social Services will assist local authorities in arranging for the assistance of Red Cross Volunteers to register evacuees on their departure from threatened communities and on their arrival at reception centres in receiving communities.

c. **Transport.** The ECC will coordinate the provision of transport at assembly areas and landing areas. It will arrange for the provision of transport for municipalities when there are no local transport resources.

4. **Provincial Support Arrangements** (Continued)

d. **Evacuation Routes.**

(1)	Emerson -	Road - PTH 75 Boat - to PTH 75 Air - to Altona
(2)	Letellier -	Road - PTH 75 Boat - to PTH 75 Air - to Altona
(3)	Dominion City -	Road - PR 200
(4)	St. Jean Baptiste -	Road - PTH 75 Boat - to PTH 75 Air - to Rosenfeld
(5)	Morris -	Road - PTH 23 Boat - to PTH 23 Air - to Lowe Farm
(6)	Rosenort -	Road - PR 205 Boat - to PR 205 Air - to Lowe Farm
(7)	Ste. Agathe -	Road - PTH 75
(8)	St. Adolphe -	Road - PTH 75
(9)	Brunkild -	Road - PTH 3
(10)	Roseau Reserve -	Road - PTH 59

e. **Reception Centres.** Emergency Social Services will assist local authorities by assigning Regional Staff to Reception Centres to organize and provide social services. Emergency Social Services will arrange with local authorities for the staffing of Reception Centres with local volunteers, Red Cross personnel and volunteers, and such other persons as may be required.

f. **Reception Centres - Locations.** Centres will be established in

(1) Carman, Morden, Winkler and Altona for communities evacuating WEST of the Red River,
(2) St. Pierre-Jolys and Steinbach for communities evacuating EAST of the Red River,
(3) Fort Garry and St. Vital for communities evacuating NORTH, and
(4) Gimli, for the Roseau Indian Reserve.

Attachment 3 to Emergency Action Guidelines for a Flood Emergency

RE-ENTRY GUIDELINES

General

1. Re-entry operations will be initiated as expeditiously as possible but not before local and provincial authorities are satisfied that all action has been taken to prepare communities to support the movement of evacuees and the rehabilitation process. Re-entry procedures and dates will be scheduled precisely for each community and will depend on the impact that the flooding has had on the community. Re-entry plans and operations will be jointly planned by local authorities and appropriate provincial departmental and agencies staff, and coordinated by the CTT and ECC.

Preparatory Action for Dyked Communities

2. **List of Communities**

a. Emerson
b. Letellier
c. St. Jean Baptiste
d. Morris
e. Rosenort
f. Ste. Agathe
g. Brunkild
h. St. Adolphe
i. Roseau Indian Reserve

3. **Requirements for Public Re-entry**

Citizens should not attempt to return to any of the dyked communities until the following requirements have been confirmed:

a. Water Resources confirms that the water level has fallen far enough and declares that the dyked community is safe from flooding.

b. Highways confirms that road access routes are open and safe for public travel.

c. Municipal or Reserve officials confirm that the community is ready to accommodate the returning residents.

d. In the case of Emerson, St. Jean-Baptiste, and Morris, the resident confirms with Plains Western Gas that gas service can be restored to his or her residence upon arrival.

Preparatory Action for other Flooded Areas

4. List of Areas

a. R.M. of Franklin
b. R.M. of Montcalm
c. R.M. of Rhineland
d. R.M. of Morris
e. R.M. of DeSalaberry
f. R.M. of Ritchot
g. R.M. of MacDonald.

5. Requirements for Public Re-entry

Residents should not attempt to return to any particular flooded area until the following requirements have been met or arranged for :

a. Municipal officials confirm that the water level has fallen far enough to be sure that the residence is safe from flooding.

b. Highways and Municipal officials confirm that provincial and municipal road access routes are open and safe for public travel.

c. Inspection and reconnection of electricity is arranged.

d. Water supply is sampled, tested, and if necessary, decontaminated. (Water must be boiled before drinking until it has been tested and approved.)

e. Sewage system is operating.

f. Heating system (electric or oil) is checked and working.

g. Telephone is operating.

h. Food supplies are assured (by bringing in new supplies, or ensuring that the old ones are not contaminated.)

i. Municipal officials confirm that temporary accommodation and food can be provided in town in the event the residence is not immediately ready for occupation.

j. Farmers returning to farmsteads that have been flooded should obtain a copy of the pamphlet "Re-Entry Recommendations for Flooded Lands and Farmsteads" available at Ag Rep offices or the local municipal office. It is important that this pamphlet be read before any re-entry operation is attempted.

k. The resident should obtain copies of relevant publications on re-entry from one of the designated outlets before attempting to return to his or her residence.

6. **Information.**

Information regarding the times, dates and procedures for re-entry will be made available as soon as possible through the news media, Reception Centres and Municipal Offices concerned. The primary source of information is the Municipal Office.

Municipal Re-Entry Movement Plan Outline

7. The municipal re-entry plans may include the following elements:

a. **Re-Entry date/time.** Indicate date and time at which re-entry may begin.

b. **Priorities.** List priorities for movement if a phased re-entry is necessary.

c. **Transportation Arrangements.** List transport resource, pick-up points (normally at reception centres) and timings for pick-up.

d. **Routes.** List main and secondary routes for movement.

e. **Re-Entry Report Centre.** Indicate location of Report Centre for returning evacuees (probably the same as the Evacuation Report Centre), where registration lists are checked and all appropriate re-entry information, including contact lists, are provided to returning evacuees. Red Cross volunteers can assist local authorities in re-entry registration arrangements.

f. **Information/Instructions.** Provide re-entry information and instructions as early as possible to returning evacuees through reception centres and the news media.

Municipal Rehabilitation Arrangements

8. The primary task of local authorities will be the supervision of the rehabilitation process and restoration of services. Arrangements will include:

a. Providing a single source of information (information centre or disaster assistance centre) about what government services are available in the municipality.

b. Inspecting municipal flood damage in conjunction with the Department of Natural Resources and the Department of Highways and Transportation, and repairing as necessary.

c. Safe garbage disposal at dry sites until municipal grounds are dry and approved for operation.

d. Coordinating the assignment of volunteers helping in the clean-up operations.

Municipal Rehabilitation Arrangements (Continued)

e. Confirming the whereabouts of all evacuees, with the assistance of the Emergency Social Services and the Red Cross.

f. Obtaining the assistance of provincial departments and agencies listed hereafter.

Provincial Government Departments/Agencies Assistance

9. **Emergency Coordination Centre.**

a. Coordination of provincial and federal departments and agencies assistance to municipalities.

b. Publication and distribution of information for the public on re-entry procedures and services.

c. Withdrawal of provincial and federal resources from municipalities.

10. **Natural Resources**

a. Determine when military personnel, boats and communications equipment may be released from dyke patrol duty in each community.

b. Re-open ring dykes to restore road and rail access.

c. Advise when water levels have fallen enough to permit safe reentry to both dyked communities and rural areas, and arrange for the Minister of Natural Resources to rescind the evacuation orders.

d. Remove freeboard from dykes, return material to original sites and repair sites.

e. Inspect municipal flood damage (together with Highways and the Municipality), authorize repairs, and inspect them and approve them.

11. **Highways & Transportation**

a. Determine when roads become passable again for emergency vehicles.

b. Inspect flooded roads and bridges and carry out repairs as necessary.

c. Determine when roads may be re-opened to the general public.

d. Advise when routes are open (Road Information 944-3704).

e. Arrange for bus transport as required for re-entry.

f. Inspect municipal flood damage (along with Natural Resources).

Provincial Government Departments/Agencies Assistance (Continued)

12. **Environment**

    a. Monitor public and private water supplies. Establish sampling programs for all municipal water supplies.

    b. Establish monitoring programs in all commercial food handling establishments. Advise and recommend action with respect to suspect food stocks.

    c. Identify garbage disposal problems and recommend action to local authorities.

    d. Identify and respond to insanitary conditions (insects, rodents, dead animal disposal, etc.).

    e. Inspect institutions such as hospitals and care facilities and outline necessary action to management.

    f. Inspect, with local authorities, all municipal sewage systems and advise on restoration to working condition.

    g. Inspect and advise the public as necessary with respect to private sewage disposal systems.

13. **Emergency Health Services**

    a. Provide normal public health services.

    b. Assist in arranging for the return of hospital and personal care home populations.

14. **Emergency Social Services**

    a. Continue to provide information and assistance through the Reception Centres as necessary.

    b. Arrange for necessary emergency accommodation, feeding, personal services and other assistance through Evacuation/ Re-Entry Centres in conjunction with Valley municipal offices.

15. **Agriculture**

    a. Assist in the arrangements for transport of livestock back to farms when it is safe to do so.

    b. Advise on the inspection, clean-up and resumption of farming activities.

    c. Adivse on the inspection and disinfection of dairy equipment, barns, hog houses and poultry houses.

Provincial Government Departments/Agencies Assistance (Continued)

16. **Education**

    a. Advise school divisions on the re-opening of schools and measures to make up lost time.

17. **Municipal Affairs**

    a. Advise municipalities with respect to the exercise of their responsibilities, as requested.

18. **Information Services**

    a. Advise public of re-entry arrangements.

19. **Business Development**

    a. Assist re-establishment of Valley businesses.

20. **R.C.M.P.**

    a. Provide traffic control in the Valley as necessary.

21. **Manitoba Hydro**

    a. Restore service.

    b. Advise re general dangers during re-entry.

22. **Manitoba Telephone System**

    a. Restore service.

    b. Arrange phones, including provision for toll-free calls, if required, for Municipal Offices and/or Evacuation/Re-Entry Centres.

23. **Natural Gas (Plains Western)**

    a. When Water Resources confirms that the water has fallen to a safe level in Emerson, St. Jean and Morris, Plains Western will restore service.

    b. Customer contacts Plains Western at ZENITH 75700, service representative checks equipment and then restores service.

Provincial Government Departments/Agencies Assistance (Continued)

24. **Manitoba Disaster Assistance Board**

a. Estimate damage to individual homes, farms and small businesses.

b. Encourage the provision of emergency financing to individuals by lenders operating in the Valley.

c. Advise the public of the precise nature of the provincial flood damage assistance to be made available, including the procedures to be followed and the levels of aid to be given.

d. Check and approve claims for payment to individuals.

Federal Agencies

25. **Emergency Planning Canada**

a. Liaison with C.N.R. and C.P.R. regarding restriction of rail service.

b. Arrange and coordinate necessary assistance of other federal departments and agencies during re-entry and recovery.

c. Re-establish mail delivery, particularly federal cheques.

d. Arrange for U.S. assistance.

e. Arrangements for Indian Reservations.

EMERGENCY ACTION GUIDELINES

FOR

A FOREST FIRE EMERGENCY

The Forest Fire Threat

1. The forest fire season in Manitoba usually extends from April to October. During this period, there is an average of 600 forest fires each year. Half of the fires are caused by people and lightning is responsible for the other half. However, because of the population distribution, people-caused fires account for only half of the entire annual burned area. Most lightning-caused fires are in remote areas that are difficult to reach and consequently, become the largest and most difficult to suppress. Improvements in fire management and the development of an effective fire control system have resulted in a steady decrease in the size of fires and fire losses. Nevertheless the annual incidence of forest fires will continue to require a major commitment of men and material for fire containment and suppression.

The Forest Fire Emergency

2. Forest fires are not in themselves, emergencies. They can normally be dealt with by the Regional Services Branch as part of the Branch's normal responsibilities. A forest fire emergency occurs when lives and property are threatened and prompt and coordinated action is required to safeguard lives and property. The Regional Fire Control Officer or Regional Manager will make the first assessment of forest fire danger to a community. This assessment will be passed to the Director of Regional Services and, in turn, to higher authority and other departments as necessary. When this assessment is concurred with by higher authority, an appropriate provincial emergency response will be initiated. At the local level, the threatened community, when advised by the Regional Fire Control Officer or his representative about the forest fire danger, may decide that an emergency exists and take such emergency action as may be necessary to safeguard lives and property.

Responsibility Guidelines

3. **Provincial.** The Department of Natural Resources (Regional Services Branch) is the key department in the provincial forest fire emergency response. The province is responsible for :

a. Forest fire detection.
b. Forest fire containment and suppression within the wooded districts of the province.
c. Providing forest fire information and warning.
d. Advising and assisting local authorities in communities threatened by forest fire.
e. Advising and assisting local authorities about evacuation from threatened communities and about re-entry when the danger is passed.

Responsibility Guidelines (Continued)

f. The coordination of provincial and municipal emergency responses.
g. Providing or arranging for the provision of fire-fighting manpower, stores, equipment and aircraft.
h. Arranging for support from federal and/or U.S. authorities.
i. Enacting such emergency legislation as may be necessary for a more effective response.
j. Estimating damage and providing disaster assistance.
k. Responding to requests from neighbouring provinces for assistance in forest fire containment/suppression and/or to provide reception centres for evacuees.

4. **Municipal.** Local authorities are responsible for :

a. Responding to and taking all necessary action to extinguish grass, bush, prairie or forest fires in those portions of the municipality that are within or partly within a wooded district.
b. Cooperating with the field staff of the Regional Services Branch of the Department of Natural Resources in the containment and suppression of fires.
c. Warning and alerting the community to the forest fire danger.
d. Directing and coordinating all municipal emergency operations related to the forest fire emergency.
e. The evacuation of citizens from and their return to their communities, including the reception arrangements with neighbouring communities.
f. Assisting provincial authorities with damage estimation and advising citizens about disaster assistance.

Participating Departments and Agencies

5. **Key Provincial Departments and Agencies**

Department of Natural Resources
Department of Community Services (ESS)
Department of Health (EHS)
Department of Highways & Transporation
Department of Northern Affairs
Information Services
"D" Division, RCMP.

6. **Supporting Provincial Departments and Agencies**

Department of Environment and Workplace Safety and Health
Department of Finance
Department of Government Services
Department of Municipal Affairs
Manitoba Hydro
Manitoba Telephone System.

Participating Departments and Agencies (Continued)

7. **Federal Departments and other Agencies**

Emergency Planning Canada
Atmospheric Environment Services
Transport Canada
Department of National Defence
Department of Indian and Northern Affairs
Canadian Inter-Agency Fire Centre
Parks Canada

Provincial Emergency Response Structure

8. The elements of the provincial emergency response structure (described in Part I of the plan), which may be activated for a forest fire emergency are :

a. **The Emergency Committee of Cabinet**

The Minister of Government Services
The Minister of Natural Resources
The Minister of Community Services
The Minister of Finance
The Minister of Health
The Minister of Highways & Transportation
The Minister of Northern Affairs

b. **Deputy Minister Committee**

The Deputy Minister of Government Services
The Deputy Minister of Natural Resources
The Deputy Minister of Community Services
The Deputy Minister of Finance
The Deputy Minister of Health
The Deputy Minister of Highways & Transportation
The Deputy Minister of Northern Affairs

c. **Central Task Team (CTT)**
Coordinator, Manitoba EMO
Senior Staff Representatives from
Department of Natural Resources
Department of Community Services (ESS)
Department of Finance
Department of Government Services
Department of Health (EHS)
Department of Highways & Transportation
Department of Municipal Affairs

Provincial Emergency Response Structure (Continued)

Department of Northern Affairs
Information Services
Manitoba Hydro
Manitoba Telephone System
"D" Division, RCMP
Emergency Planning Canada
Canadian Forces (Manitoba Region Operations Staff)

d. **Coordinating Staff (ECC)**
Coordinator, Manitoba EMO
Assistant Coordinator(s), Manitoba EMO
Staff representatives from the
Department of Natural Resources
Department of Community Services (ESS)
Department of Highways & Transportation
Information Services

e. **On-Site Response Team(s)**

Municipal Advisor, Manitoba EMO (OSC)
Field staff representatives from
Department of Natural Resources
Department of Community Services
Department of Health (EHS)
Department of Highways & Transportation
Information Services.

Emergency Action Guidelines

Preparatory Stage

9. In March/April of each year, the Regional Services Branch of the Department of Natural Resources will check its resources of manpower and material and commence appropriate replenishment and training action. Contractual arrangements are made for such aircraft resources as additional fixed wing aircraft, water bombers and helicopters. These resources are spotted strategically throughout the province where they are readily available to respond to the needs of the Regional Managers. Fire fighters are recruited and trained locally by District Conservation Officers.

Fire Situation Reporting

10. With the start of the forest fire season, detection activity will commence using aircraft, lookout towers and lightning sensing equipment. Fire situation reporting is performed routinely between regions and the Fire Management Centre in Winnipeg. The Fire Management Centre collates regional reports and distributes a Provincial Fire Summary on a daily or as-required basis to Manitoba EMO and other involved agencies.

Forest Fire Operations

11. When fires are detected, fire control plans and suppression activities are implemented by the Regional Fire Control Staff. These activities are performed with little or no involvement of other provincial departments or agencies.

Warning/Alerting Stage

12. **Natural Resources - Regional Services Branch**

When, in the opinion of the Regional Fire Control Officer or the Regional Manager, a forest fire emergency exists or is likely to develop, he will advise the Director of Regional Services who will, in turn, advise the Minister/Deputy Minister of Natural Resources and Manitoba EMO. The Regional Manager will also alert the local authority(s) likely to be affected.

13. **Emergency Measures Organization**

On receipt of notification of a forest fire emergency, EMO will
- dispatch a Municipal Advisor to the threatened community(s)/ area(s) to advise and assist local authorities,
- alert all other departments/agencies likely to be involved,
- alert the Central Task Team,
- inform the Deputy Minister/Minister.

14. **Central Task Team.**

The Coordinator Manitoba EMO will assemble the Central Task Team. It will:

- assess the forest fire emergency or potential emergency,
- review provincial and departmental response procedures,
- take any appropriate preparatory action,
- keep the Deputy Minister informed.

15. **Key Departments/Agencies**

On receipt of notification of the forest fire emergency, departments and agencies will:

- alert their departmental emergency response personnel and review the departmental emergency response plans,
- alert and deploy appropriate departmental field staff to meet the requirements for on-site advice and assistance to the threatened community(s)/area(s),
- attend meetings of the Central Task Team,
- Emergency Health and Emergency Social Services will in conjunction with local authorities, hospitals, and EMO, review the evacuation/reception centre arrangements. If appropriate, preliminary evacuation of hospitals and care homes may be initiated.

Warning/Alerting Stage (Continued)

16. **Municipalities**

On receipt of notification of a forest fire emergency, municipalities will:

- warn their citizens,
- alert the municipal emergency response organization and services,
- review emergency response and evacuation procedures,
- establish communications/contact with the Regional Fire Control Officer or field staff,
- alert neighbouring municipalities to possible requirements for reception centre(s) in the event of an evacuation,
- establish media arrangements for the dissemination of warning/ instructions to the public,
- issue preliminary instructions to citizens concerning preparation and procedures for evacuation.

Emergency Response Stage

17. **Limited Emergency**

One or several forest fire emergencies constitute(s) a limited emergency which will require:

- coordination by EMO
- the direction and control by the Central Task Team,
- on-site provincial response teams to deal with each forest fire emergency,
- the primary response of the Department of Natural Resources and the responses of other key departments,
- the participation of the Deputy Minister, Minister and Cabinet as required.

18. **Major Emergency**

A major forest fire emergency will be characterized by a large number of forest fire emergencies and complicated by major evacuation and reception operations from within or without the province and requiring constant monitoring and coordination. When in the opinion of the Central Task Team, the forest fire emergency situation is such as to warrant a major or significant provincial response, the Central Task Team will recommend to the Deputy Minister the initiation of the provincial emergency response and the activation of the appropriate elements of the response structure shown at paragraph 8 of these guidelines.

Emergency Response Stage (Continued)

19. **The Central Task Team will:**
- meet regularly or periodically to monitor and evaluate the forest fire emergency,
- recommend and deploy provincial on-site response teams to advise and assist local authorities,
- take action on all aspects of the emergency response within its jurisdiction,
- refer matters for resolution by higher authority to the Deputy Minister Committee,
- recommend the activation of the Emergency Coordination Centre or the Provincial Information Centre when necessary and appropriate.

20. **The Emergency Measures Organization** will:
- provide the necessary coordination of the provincial emergency response in a limited emergency,
- provide the on-site coordinator(s) (Municipal Advisors) for the provincial on-site response team(s),
- establish and assist in the operation of the Provincial Information Centre when activated,
- establish and assist in the operation of the Emergency Coordination Centre in a major emergency.

21. The **Regional Services Branch** of the Department of Natural Resources will:

- continue fire containment and suppression activity,
- provide information about the forest fire situation to local authorities of the threatened area(s), including recommendations for evacuation when the Regional Fire Control Officer deems it appropriate,
- provide representation on the provincial on-site response team when a team is deployed to assist local authorities,
- continue to provide departmental representation on the Central Task Team,
- provide departmental staff to assist in the operation of the Provincial Information Centre when activated,
- provide departmental representation on the coordinating staff of the Emergency Coordination Centre when activated.

22. **Other Key Departments/Agencies** will:

- respond in accordance with their departmental emergency plans to support
  a. Natural Resources, Regional Services Branch in their fire containment and suppression operations,
  b. municipal authorities of the threatened area(s) in the implementation of their emergency plans,
- provide appropriate field staff to the provincial on-site response teams,
- continue to provide departmental representation on the Central Task Team,
- provide departmental staff to assist in the operation of the Provincial Information Centre when requested,
- provide provincial representation on the Coordinating Staff of the Emergency Coordination Centre when activated.

Emergency Response Stage (Continued)

23. **Municipalities** will continue to control and direct their emergency response with provincial advice and assistance as necessary. Provincial coordination of municipal responses may be necessary in major forest fire emergencies. With respect to evacuation and re-entry, local authorities may have to give special consideration to the evacuation and return of patients or individuals with respiratory problems from the threatened area(s) or any area(s) where the effects of smoke might contribute further to their discomfort or illness.

24. **Other Agencies.** Assistance may be provided as follows:

a. **Emergency Planning Canada.** Assist in the procurement and cross border movement and customs clearance of fire fighting stores and equipment.

b. **Atmospheric Environment Service.** Provide special weather forecast services and briefings.

c. **Transport Canada.** Facilitate aircraft clearances for aircraft engaged in fire containment and suppression.

d. **Department of National Defence.** Provide forces to assist in forest fire containment and suppression.

e. **Department of Indian and Northern Affairs.** Assist Indian Reserves in the implementation of their emergency plans, evacuation and re-entry.

f. **Canadian Inter-Agency Fire Centre.** Provide forest fire control services and information to participating agencies.

Post Emergency Phase

25. Post emergency operations will involve:

- assistance to municipalities in re-entry operations,
- fire damage estimation,
- claims for compensation,
- resolution of fire operation costs.

Information

26. **Press Releases.** Information to the public and the media will be coordinated and provided by Information Services when a limited or major forest fire emergency has been declared or exists.

27. **Public Information.** Key departments and agencies which normally provide general information to the public may be required to increase their capability to respond to public calls on a 24-hour a day basis. These include:

- Highways and Transportation Road Information 944-3704
- Natural Resources Parks Information 775-0221
- Parks Canada 949-4044.

EMERGENCY ACTION GUIDELINES

FOR

A DANGEROUS GOODS EMERGENCY

General

1. These guidelines are designed to provide a prompt and coordinated provincial government response to a dangerous goods emergency. They are not, however, intended to apply to an emergency resulting from a nuclear accident at the Whiteshell Nuclear Research Establishment (WNRE). Nuclear accident emergency guidelines are shown separately in this plan.

2. **Definition.** "Dangerous goods" means any product that is dangerous to life, health, property or the environment and includes explosives, gases, flammable and combustible liquids, flammable solids, oxidizing substances, corrosives, toxic and infectious substances and radioactive materials.

The Dangerous Goods Emergency Threat

3. There are several thousand dangerous goods in daily use that can, in the event of an accident, cause a local emergency affecting a substantial number of people. The effects may range from minor disruption to massive contamination of a community involving explosions, fires and casualties. Dangerous goods accidents may occur in facilities where the goods are produced, stored, processed, used, transferred or during transportation of the goods by air, road, rail, water or pipeline.

4. The incidence of dangerous goods accidents in Manitoba increased from ninety-eight (98) in 1980 to one hundred and forty-six (146) in 1981. The majority of these were petroleum spills, followed by agricultural chemicals such as fertilizers and pesticides. Over fifty percent (50%) were caused by human error.

The Dangerous Goods Emergency

5. All dangerous goods accidents are not necessarily emergencies. They are normally dealt with by the Environmental Control Services of the Department of the Environment as part of their normal day-to-day responsibility. A dangerous goods emergency occurs when life and/or property are threatened and prompt and coordinated action is required.

Dangerous Goods Legislation

6. Relevant legislation includes:
   a. Government of Manitoba Clean Environment Act C-130 Section 5.1 respecting the reporting of accidents involving dangerous goods; Section 14(13) respecting cleaning of area in emergency situation.
   b. Government of Canada Bill C-36 Transportation of Dangerous Goods Act. An Act to promote public safety in the transportation of dangerous goods (passed July 1980).

Responsibility Guidelines

7. The special nature of dangerous goods emergencies and their possible wide-ranging effects place a major responsibility on the expertise available at the provincial level. The Department of the Environment (Environmental Control Services) is the key department in the provision of the provincial emergency response to dangerous goods emergencies. Furthermore, and except for the larger population centres, the limited and largely volunteer resources at municipal levels demand that the provincial response be provided with a minimum of delay.

Municipal

8. Municipalities should be aware of the types and quantities of dangerous goods that are used, stored in or moved through their jurisdictions and, to the extent possible, ensure that their emergency services personnel are konowledgeable with respect to the characteristics and potential hazards of such dangerous goods so that, in the event of an emergency, the correct emergency procedures can be implemented with a minimum of delay.

9. The municipal response to a dangerous goods emergency will normally be set out in the municipal emergency plan and will include arrangements and procedures for :

a. reporting dangerous goods accidents in accordance with established provincial procedures (see Attachment 1),
b. implementing the local initial emergency response, i.e., securing the emergency site, taking appropriate emergency action or seeking additional information and/or advice on how to deal with the dangerous goods,
c. cooperating with and assisting other jurisdictions who may have the primary responsibility for the emergency site,
d. controlling and coordinating the municipal emergency response and other supporting elements,
e. informing, warning and instructing their citizens about the emergency, including the use of the media for these purposes,
f. implementing mutual fire, medical, ambulance and police assistance arrangements with neighbouring municipalities,
g. maintaining contact with other authorities who have primary responsibility for dealing with the accident and ensuring the timely receipt of information from such authorities so as to permit prompt decision-making by municipal authorities,
h. evacuation and subsequent re-entry.

Provincial

10. The province is responsible for :

a. providing the initial response by the Environmental Control Services (ECS),
b. alerting other involved departments, agencies and appropriate elements of the provincial emergency response structure,
c. providing on-site control and coordination and when appropriate, establishing and maintaining an OSC and provincial on-site response team,
d. ensuring the containment, isolation, safe removal and disposal of the dangerous goods,
e. advising and assisting municipal authorities in implementing their emergency response, including evacuation and re-entry,

Provincial (Continued)

f. coordinating or assisting in the coordination of fire suppression activities,
g. providing or arranging for the provision of on and off-site monitoring and evaluation of the threat,
h. facilitating the implementation of mutual aid arrangements with neighbouring municipalities,
i. providing liaison with federal and other outside agencies,
j. informing the public and media in conjunction with local authorities and other involved agencies,
k. providing specialist equipment and manpower.

Federal

11. When dangerous goods emergencies occur in a federal jurisdiction, the Environmental Protection Service (EPS) of Environment Canada will normally provide the interface between federal and other authorities. Except for specific arrangements, all provincial requirements for federal assistance will be coordinated by Manitoba EMO through Emergency Planning Canada (EPC). Regardless of jurisdiction, it is anticipated that the local municipal emergency response will be implemented in cooperation with federal or other on-site responsible authorities and to the extent necessary for the protection of life and property in the threatened community(s) and area(s).

Shippers

12. All shippers are required to provide the carrier with a Hazard Information Emergency Response (HIER) form which lists the basic information about the commodity being shipped but also provides a summary of health hazards, handling techniques where fire or spillage occurs, fire aid instructions and the shipper's 24 hour emergency telephone number. The HIER form accompanies the waybill for shipments originating in Canada.

13. Some manufacturers/shippers maintain emergency response task teams and specialized equipment which may be made available to an emergency site. Such resources of equipment and expertise are available in Manitoba through the Canadian Chemical Producer's Association's Transportation Emergency Assistance Plan (TEAP), and may be obtained by the Environmental Control Services who maintain an updated listing of available technical resources.

Carriers

14. Carriers provide information about the dangerous goods carried, their precise location where appropriate, and emergency instructions for their handling in the event of an accident. Such information is normally availabe as follows:

a. road transport - in the drivers compartment,
b. air transport - with the pilot,
c. rail transport - held by the conductor of the train and may also be carried in the locomotive. See Attachment 2.

Pipelines

15. All pipelines are responsible to government agencies even though the degree of control may vary. Pipelines operating completely within Manitoba come under provincial jurisdiction. Inter-provincial pipelines come under federal jurisdiction. Regardless of jurisdiction, pipelines are subject to provincial legislation in matters of environmental pollution and safety control.

16. Pipeline companies have contingency plans and strategically located response teams to deal with pipeline accidents. The procedures for reporting pipeline leaks or accidents are well publicized in the areas through which the lines pass. Pipeline contingency plans provide for the reporting of pipeline accidents to the Environmental Control Services, either directly or through the affected local authority. See Attachment 3.

Provincial Emergency Response Structure

17. The elements of the provincial emergency response structure (described in Part I of this plan), which may be activated for a dangerous goods emergency are :

a. **The Emergency Committee of Cabinet**
   The Minister of Government Services
   The Minister of the Environment and Workplace Safety and Health
   The Minister of Community Services
   The Minister of Highways & Transportation
   The Minister of Employment Services

b. **Deputy Minister Committee**
   The Deputy Minister of Government Services
   The Deputy Minister of the Environment and Workplace Safety and Health
   The Deputy Minister of Community Services
   The Deputy Minister of Highways & Transportation
   The Deputy Minister of Employment Services
   The Director of Information Services
   The Coordinator of Manitoba EMO

c. **Central Task Team (CTT)**
   Coordinator, Manitoba EMO
   Senior staff representatives from
      Department of the Environment and Workplace Safety and Health
      Department of Community Services (ESS)
      Department of Highways & Transportation
      Department of Employment Services
      Information Services
      "D" Division RCMP
      Emergency Planning Canada
      Environmental Protection Service
      Atmospheric Environment Services

Provincial Emergency Response Structure (Continued)

d. **Coordinating Staff (ECC)**
Assistant Coordinator(s), Manitoba EMO
Staff representatives from
Department of the Environment and Workplace Safety and Health
Department of Community Services (ESS)
Department of Highways & Transportation
Department of Employment Services
Information Services

e. **On Site Response Team**
On-Site Coordinator (OSC)
Field staff representatives from
Department of the Environment (Emergency Response Group) and Workplace Safety and Health
Department of Highways & Transportation
Information Services.

Emergency Response Guidelines

Reporting/Notifiction

18. The local authority, responsible agency or individual with, or receiving information about a dangerous goods accident will report it to :
- Environmental Control Services - 1-944-4888 (Call collect 24 Hrs.)
or
- Manitoba EMO - 1-284-2070 (Call collect 24 Hrs.).

19. Reports received by Manitoba EMO duty officer will be passed immediately to ECS for action.

20. Details of the reporting procedures are shown at Attachment 1.

21. If the responsible local authority has not been advised of the accident and if the accident presents or may present a threat to local citizens, livestock or property, Manitoba EMO will alert the local authority accordingly.

Initial Response

22. **Environmental Control Services.** On receipt of a report of a dangerous goods accident, ECS will :
- establish liaison with the on-site contact person to confirm and update the reported information,
- provide appropriate advice and/or direction for the handling of the dangerous goods involved,
- dispatch an ECS or regional staff member to the site to supervise the technical operation or to provide technical advice in support of the local or other response,

Initial Response (Continued)

- if necessary, obtain further technical information, advice or assistance from CANUTEC (613) 996-6666,
- advise Workplace Safety & Health division,
- arrange directly with the Environmental Protection Service (EPS) for their technical advice and/or assistance,
- advise Manitoba EMO when the emergency response requires additional departmental or agency assistance or when the local authority is likely to become involved or affected by the accident.

23. **Manitoba EMO.** On receipt of notification of a dangerous goods emergency, Manitoba EMO will :

- inform and dispatch an On-Site Coordinator to the emergency site,
- alert other departments and agencies likely to be involved,
- dispatch the Mobile Command Centre to the emergency site.

24. **Municipalities.** The initial on-site response will usually be provided by local emergency response services of the municipality in whose jurisdiction the emergency occurred. Primary tasks will be :

- to determine the nature of the dangerous goods involved,
- take all necessary emergency action consistent with the emergency services capability and resources,
- to perform rescue operations,
- to isolate the general area,
- take any necessary immediate action to warn and safeguard citizens and property,
- maintain control of the site until it can be handed over (where appropriate) to the proper jurisdictional authority.

Emergency Response

25. Following the initial emergency response and on-site assessment, ECS, in conjunction with EMO and the other involved departments and agencies, will determine the extent of the response that will be required to deal effectively with the emergency.

26. A limited dangerous goods emergency will require the direct and continued involvement of ECS, EMO and the minor involvement of several departments and agencies. The deployment of the On-Site Coordinator and the on-site provincial response team will facilitate and expedite on-site coordination of the response. The overall response will be coordinated by EMO and will normally be conducted from existing departmental/agency offices. If necessary, the Coordinator, Manitoba EMO will activate the Central Task Team to ensure and facilitate the emergency response of departments and agencies.

27. A major dangerous goods emergency will require the substantial and sustained involvement of several provincial departments and agencies. The coordination and direction of the overall provincial/municipal emergency response will require action by the Central Task Team and the on-site Provincial Response Team. It may also require the activation of the provincial Emergency Coordination Centre and the participation of the Deputy Minister and Emergency Cabinet Committees.

Emergency Response (Continued)

28. **The Emergency Measures Organization will:**

- continue to provide the on-site command centre and the On-Site Coordinator,
- deploy the on-site provincial response team,
- coordinate the off-site response of all involved departments, agencies and local authorities,
- activate the Central Task Team and coordinate its activity,
- activate the Emergency Coordination Centre when appropriate.

29. **The Central Task Team will:**

- meet regularly or periodically to monitor and evaluate the dangerous goods emergency,
- take action on all aspects of the emergency response within its jurisdiction,
- refer matters for resolution by higher authority to the Deputy Minister Committee,
- recommend the activation of the Emergency Coordination Centre when necessary and appropriate,
- keep the Deputy Minister Committee informed about the emergency situation.

30. **Environmental Control Services will**

- continue to provide the on-site Environmental Response Group and to participate as part of the On-Site Provincial Response Team,
- be responsible for the supervision of spill control and other related on-site technical activities,
- provide the on and off-site monitoring of dangerous emissions,
- recommend areas to be evacuated and timings,
- arrange for the procurement of technical expertise.

31. **On-Site Provincial Response Team.** The Team, under the direction of the On-Site Coordinator, will coordinate the on-site emergency response with that of the involved municipality(s) and other outside agencies. This will be accomplished by frequent coordinating meetings arranged and chaired by the On-Site Coordinator in the on-site Mobile Command Centre, where decisions will be made collectively and in cooperation with representatives of all the involved municipal, provincial, federal and private agencies. Where decisions cannot be made or problems cannot be resolved at this level, they will be referred to the Central Task Team for resolution.

Emergency Response (Continued)

32. **Other Key Departments and Agencies** will provide representatives to the Central Task Team, the On-Site Provincial Response Team and the Emergency Coordination Centre as necessary. General tasking is as follows :

a. **Workplace Safety and Health Division** - to ensure, to the extent possible, the safety of personnel from the risks arising out of, or in connection with, the on-site activity.

b. **Highways and Transportation** - to provide special transport resources, transport coordination, barricades and personnel ; to prepare and/or improve roadways, detours and their signing.

c. **Employment Services** - to assist the mutual fire aid coordinator in fire suppression operations ; to provide specialized equipment for fire suppression.

d. **Emergency Social Services (ESS)** - to assist local authorities with evacuation and re-entry arrangements.

e. **Emergency Health Services (EHS)** - to assist local health authorities with special health or patient care requirements.

f. **Police/RCMP** - to provide traffic control and security as necessary ; to assist in the implementation of evacuation and re-entry arrangements ; Police Explosives Technicians to aid ECS or other technical specialists as necessary.

g. **Information Services** - to coordinate the release of information to the public ; to prepare and release all formal press releases; to establish and maintain contact with the public information officers of outside agencies involved in the emergency.

33. **Municipalities will :**

- continue the municipal response to the emergency with the advice and assistance of the provincial on-site response team,
- keep citizens informed about the emergency,
- implement evacuation and re-entry arrangements as necessary.

34. **Other Agencies.** Assistance may be provided as follows :

a. **Emergency Planning Canada** - assist and expedite the procurement of out-of-province/country resources; coordinate federal agencies assistance.

b. **Atmospheric Environment Service** - provide special weather forecast services and predict dispersion pattern of dangerous airborne emissions.

c. **Environmental Protection Services** - provide technical advice and assist in the on and off-site monitoring of airborne and/ or water borne emissions.

Emergency Response (Continued)

d. **Transport Canada Information and Emergency Centre (CANUTEC)** - provide technical information on dangerous goods and arrange for on-scene assistance by contacting appropriate industrial resources.

e. **Transport Canada** - arrange for special regulation of air traffic with respect to the emergency site.

Post Emergency

35. Post emergency operations will involve
- ECS supervision of site clean-up and restoration,
- ECS supervision of disposal of waste products,
- re-entry operations under the control and direction of the affected municipality(s),
- assistance to municipalities in re-entry operations (EMO, EHS, ESS, RCMP),
- damage estimation and claims for compensation (MDAB).

36. When it is clear that there is no further danger to lives and/ or property, the on-site coordinating authority, with the approval of the Central Task Team and/or higher authority where appropriate, will advise all concerned that the emergency is terminated.

Attachment 1 to Guidelines for a Dangerous Goods Emergency

REPORTING PROCEDURES

FOR

DANGEROUS GOODS EMERGENCIES

1. The local authority, responsible agency or individual with, or receiving information about an accident involving dangerous goods will report it to:

- Environmental Control Services 1-944-4888 (call collect 24 Hrs.),
  or
- Manitoba EMO 1-284-2070 (call collect 24 Hrs.).

2. The reporting source shall provide as much of the following information as possible:

a. Location of accident or incident,
b. Name and quantity of dangerous goods involved,
c. Name of manufacturer of the dangerous goods,
d. Name of shipper,
e. Time of accident or incident,
f. Wind direction and speed (approximation),
g. Air temperature (approximation),
h. Action already taken and/or being taken,
i. Name of reporting agency (individual) and return call number.

Attachment 2 to Guidelines for a Dangerous Goods Emergency

RAILWAY ACCIDENTS INVOLVING DANGEROUS GOODS

1. In a derailment involving dangerous goods, the early identification of the dangerous goods will be vital to the speed and effectiveness of the emergency response. Responding agencies on site should contact the train conductor (located in or near the caboose) who is the primary source of information.

2. The Conductor will have in his possession

- the train consist (a list of all cars and contents),
- a summary list and location of all carloads of dangerous goods,
- the way bill showing car number, weight, content and placard description,
- the Hazard Information Emergency Response (HIER) form, which provides a summary of the health hazard, handling techniques in case of fire or spillage, first aid instructions and the shipper's 24 hour telephone number,
- reference manuals on dangerous goods,
- radio and emergency telephone equipment.

3. If the conductor is incapacitated, the above information may be obtained from the locomotive engineer or trainsman.

4. If for any reason the train crew is unable to provide the necessary information at the derailment site, the nearest dispatcher shall be contacted. The emergency contact numbers are :

CNR - Tranportation Control Centre -	946-2309 (24 Hrs.)
CPR - Chief Dispatcher -	942-1620 (24 Hrs.)
Burlington Northern - Supervisor -	453-4415 (24 Hrs.)
Greater Winnipeg Water District - Dispatch -	774-8458 (24 Hrs.)

5. **Railway Yard Accidents.** If the dangerous goods accident occurs in a railway yard, the yardmaster is the key contact and may be contacted through the appropriate railway emergency contact number shown above.

6. **Railway Siding Incidents.** If a leak, spill or fire should occur on a railway siding where no train crew is available, the nearest dispatcher should be contacted through the appropriate railway emergency contact number shown above.

Attachment 3 to Guidelines for a Dangerous Goods Emergency

PIPELINES AND DANGEROUS GOODS EMERGENCIES

Interprovincial Pipe Line Company

1. The Interprovincial Pipe Line Company, together with its United States subsidiary, Lakehead Pipe Line Company, transports crude oil, refined products and natural gas liquids from Edmonton, through the prairie provinces and North Central United States to Montreal. The Pipe Line consists of three to four lines of varying diameter (16", 24", 34" and 48") buried to a depth of approximately 30 inches along the 60 to 70 foot right of way.

2. The Interprovincial Pipe Line enters Manitoba in the vicinity of Cromer in the R.M. of Pipestone, runs in a generally east-south easterly direction through the R.M.'s of Sifton, Glenwood, Oakland, South Cypress, Lorne, Pembina, Stanley and crosses into the United States at Gretna in the R.M. of Rhineland.

TransCanada Pipe Line Limited

3. TransCanada Pipe Line operates the only natural gas pipe line extending from Alberta, through the prairie provinces to eastern Canada and the United States. Four, and in some areas five, lines of varying diameter (30", 34", and 48") are buried to a depth of approximately 30 inches along the right of way.

4. The TransCanada Pipe Line enters Manitoba at a point about eight kilometers south-west of McAuley in the R.M. of Archie and runs in a generally easterly direction through the R.M.'s of Miniota, Hamiota, Blanchard, Saskatchewan, Odanah, Elton, North Cypress, North Norfolk, Portage la Prairie, Cartier and MacDonald to the Ile des Chenes Compressor Station, approximately 15 kms southeast of Winnipeg in the R.M. of Ritchot. At this point the main line divides and two lines continue east through the R.M.'s of Tache, Ste. Anne, and the LGD of Reynolds before entering Ontario in the vicinity of Falcon Lake. Two other lines from the Ile des Chenes station run south through the R.M.'s of Hanover, de Salaberry and Franklin where they continue south into the United States.

Winnipeg Pipe Line Company

5. The Winnipeg Pipe Line Company transports crude oil and refined products from Gretna in the R.M. of Rhineland in a north easterly direction through the R.M.'s of Montcalm, Morris, MacDonald, Ritchot, the City of Winnipeg to the Imperial Oil Tank Farm in the R.M. of East St. Paul.

6. The Winnipeg Pipe Line is comprised of two ten-inch lines from Gretna to the Transcona Junction in Winnipeg. The ten-inch line continues north to the Imperial Oil Tank Farm while two eight-inch spur lines extend west to the Shell Canada Ltd. Refinery in St. Boniface. The pipe lines are located within a 50 ft. right of way and are buried to a depth of approximately 30 inches.

Pipe Line Incidents/Emergencies

7. Pipe line incidents may occur anywhere along the pipe lines right of way. They may be caused by mechanical failure or result from damage to the pipe line(s), usually be excavating equipment.

8. Emergencies could result from incidents along the pipe lines right of way in those areas where they pass close to communities and in which there is a threat to life, property or the environment.

EMERGENCY ACTION GUIDELINES

FOR

A HEALTH EMERGENCY (WEE)

AIM

1. These action guidelines and procedures are designed to provide an effective and coordinated provincial emergency response to a major health emergency resulting from a serious Western Equine Encephalitis (WEE) threat.

THE THREAT

2. Manitoba is an endemic area for WEE. The province experienced serious outbreaks of WEE in 1941, 1975, 1977 and 1981. On the last three occasions health emergencies were declared and extensive mosquito abatement programs launched to deal with this dreaded disease.

3. WEE is a virus infection which affects the brain and nervous system of both humans and horses. It is normally an infection carried by birds and which is transmitted from them to humans and horses by the Culex Tarsalus mosquito. While the disease is serious in humans and horses, they cannot transmit the infection to any one else.

4. The threat of WEE is considered to be a recurring one against which a vaccine for humans has yet to be developed, although a vaccine to protect horses has been in use for many years.

THE EMERGENCY

5. Upon the advice of the Arbovirus Surveillance Committee in considering such factors as the monitoring of mosquito activity and numbers, the incidence of encephalitis among humans and horses and the long range weather forecasts for the spring and summer months, the Deputy Minister Committee will decide when a health emergency exists and may recommend to the Emergency Committee of Cabinet that a health emergency be declared.

MEASURES TO COMBAT WEE

6. The most effective method of dealing with the threat of WEE has been and continues to be an active program of mosquito abatement based on:

a. Source Reduction - because mosquitoes require standing water to develop, the dredging, draining, and land-filling of breeding sites can help to eliminate the problem.

b. Control with insecticides -

   i. Larviciding - the application of insecticides to bodies of standing water harbouring mosquito larvae.

   ii. Adulticiding - the application of insecticides with various pieces of ground and air equipment including ultra-low-volume aerial spraying.

MEASURES TO COMBAT WEE (Continued)

7. These measures should also be integrated with a defensive program of individual protective measures.

8. **Active Measures** - When the problem of virus-carrying mosquitoes reaches the point where a health emergency is declared, the aerial application of insecticide, using a large aircraft, has proven to be the most effective active measure of attacking the problem. The advantage of aerial spraying is that it provides large area coverage in a minimum period of time. There are, however, limitations of wind velocity, temperature and precipitation which can forestall spraying operations. There is also the possibility of environmental and health effects associated with aerial spraying. Spraying is also most effective when mosquito activity is at its height, which usually confines spraying operations to the early morning and evening hours of the day.

9. **Defensive Measures** - Defensive measures include the provision of general and technical information to the general public for the safeguarding of lives and property. They will deal with the following :

- informing the public about the health emergency, the threat and spraying times.
- precautions to be taken to avoid mosquito bites.
- precautions to be taken by people with respiratory problems.
- precautions to be taken by bee-keepers.
- precautions to be taken with respect to pets.
- precautions to be taken with respect to garden vegetables.
- precautions to be taken with respect to property e.g. automobile paint.
- technical information about the spraying aircraft and insecticide being used.

RESPONSIBILITY GUIDELINES

10. **Provincial** - The special nature of a province-wide health emergency with the provision and control of the response resources exercised by provincial authorities, places the major responsibility for the conduct of the response at the provincial level. The Department of Health will be the key department in the response and will be assisted by other involved departments and agencies. Provincial responsibilities will extend to such matters as :

- alerting and informing the public, departments and agencies about the threat and the measures being taken to deal with it.
- maintaining an adequate monitoring program to keep informed about the threat.
- obtaining and ulitizing the necessary resources.
- declaring and terminating the health emergency.
- taking all other appropriate legislative actions to provide an effective response.
- providing direction and control of the response.
- informing local authorities of times and areas to be sprayed.
- taking appropriate action respecting claims for compensation for damage or loss of life resulting from the spraying operation.

RESPONSIBILITY GUIDELINES (Continued)

11. **Municipal** - Following the declaration and for the duration of the health emergency and when authorized in writing by the Minister of Health, local authorities may conduct the aerial and ground level application of insecticides within their areas of jurisdiction.

12. Local authorities will be notified when their localities are to be sprayed and may, depending on the time available, take such further alert or warning measures as may be appropriate in their communities. It should be noted however that, given the uncertainties of winds, temperature and precipitation, the degree of warning that can be given to local authorities may vary from minutes to several hours.

PARTICIPATING DEPARTMENTS AND AGENCIES

13. **Key Provincial Departments and Agencies**

Department of Health (EHS)
Department of Agriculture
Department of Environment and Workplace Safety and Health
Department of Government Services
Department of Municipal Affairs.

14. **Supporting Departments and Agencies**

Department of the Attorney General
Department of Finance
Department of Highways and Transportation
Department Community Services and Corrections (ESS).

15. **Federal Departments/Agencies**

Emergency Planning Canada (EPC)
Transport Canada (TC)
Environment Canada
Freshwater Institute

16. **Other Agencies**

Spraying Operator
Insecticide Provider

EMERGENCY RESPONSE STRUCTURE

17. **Emergency Committee of Cabinet** - The Committee will be required to consider the recommendations of the Deputy Minister Committee and, if necessary, enact emergency legislation. Its members may include :

- The Minister of Government Services
- The Minister of Health
- The Minister of Agriculture
- The Minister of Environment and Workplace Safety and Health
- The Attorney General
- The Minister of Municipal Affairs

18. **Deputy Minister Committee** - The Committee will be required to consider the advice of the Central Task Team and to make recommendations to the Emergency Committee of Cabinet. Its members may include :

- The Deputy Minister of Government Services
- The Deputy Minister of Health
- The Deputy Minister of Agriculture
- The Deputy Minister of Environment and Workplace Safety and Health
- The Deputy Minister of Municipal Affairs
- The Director of Information Services.

19. **Central Task Team** - The Team will be required to gather and process relevant information, make administrative arrangements, operational decisions and to advise the Deputy Minister Committee. Its members may include :

- The Coordinator of Manitoba EMO
- Staff representatives from the;
  - Department of Health
  - Department of Agriculture
  - Department of Environment and Workplace Safety and Health
  - Department of Government Services
  - Department of Municipal Affairs
  - The Director of Information Services
  - The Director of the Aerial Spraying Operations
  - The Chairman of the Arbovirus Surveillance Committee
  - Such other representation as may be considered necessary.

20. In order to facilitate and streamline the decision-making process, it may be appropriate to conduct joint meetings of the Emergency Committee of Cabinet, the Deputy Minister Committee and the Central Task Team.

21. a. **Provincial Information Centre** - A Provincial Information Centre will be established in the offices of the Emergency Measures Organization to deal with enquiries from the general public. It will be staffed by representatives of the departments involved in the emergency and will function in accordance with the direction of the Central Task Team. The Centre will be provided with special telephone numbers and an appropriate number of lines to deal with local and toll-free rural calls for the duration of the emergency.

EMERGENCY RESPONSE STRUCTURE (Continued)

b. **Media Information Centre** - A Media Information Centre will be established as part of the Information Services Branch. Its purpose will be to inform the media of the threat and the measures being taken to combat it. It will provide constantly updated information through news releases, news conferences and special on-site tours.

22. Details concerning the establishment and operation of the Information Centre are shown at Part I of the Manitoba Emergency Plan.

23. **On-Site Response Team** - An on-site response team will be established at the Winnipeg International Airport (WIA) for the conduct of the aerial spraying program. The Response Team will be comprised of :

- The Director of Aerial Spraying Operations and his operations staff.
- The Operations Manager of the aerial spraying company and necessary crew.
- The Operations Manager of the Insecticide Company and operations personnel.

24. The On-Site Response Team will function under the direction of the Director of the Aerial Spraying Operation and will be responsible for :

- implementing the direction of the Central Task Team or Committee
- planning and conduting the aerial spraying program
- operating within the rules and regulations of TC and WIA
- advising Information Services and the Information Centre of actual spraying times and areas to be sprayed.

25. The administrative arrangements for the effective functioning of the On-Site Response Team are the responsibility of the Manitoba EMO in conjunction with Transport Canada and WIA staff. The arrangements will include the establishment of the operation base at an allotted ramp, all support facilities and operations vehicles, communications and security.

RESPONSE CONCEPT

26. **Monitoring Activity** - Each year, beginning in the spring, the provincial Arbovirus Surveillance Committee will initiate a monitoring program using sentinel chicken flocks, mosquito traps and the incidence of encephalitis among humans and horses to evaluate the encephalitis threat and report its findings and make its recommendations to the Minister of Health or his designated representative.

27. **Preparatory Action** - When it appears that a health emergency is likely to develop, the Minister of Health or his designated representative will alert EMO, who will alert other involved departments and agencies. A Central Task Team will be established to review the situation and increase the level of emergency preparedness by making arrangements to alert, reserve and when appropriate, to procure the required aircraft and insecticide resources and specialist personnel for the impending emergency.

RESPONSE CONCEPT (Continued)

28. **Declaration of Health Emergency** - When the Minister of Health, on the advice of the Central Task Team and on the recommendation of the Deputy Minister Committee, considers that a health emergency exists, he will, with the approval of Cabinet, declare a Health Emergency. The declaration will also indicate the measures to be taken and the area(s) to be covered by the declaration.

29. **Response Action** - Following the declaration, a provincial Information Centre will be established by EMO to respond to public enquiries. The Information Services Branch will establish a Media Information Centre to disseminate on-going information to the news media. The aerial spraying program will be conducted from an appropriate airfield site. The Central Task Team will provide the direction and coordination of the provincial response for the duration of the emergency.

SPECIAL LEGISLATION REQUIREMENTS

30. Special legislation requirements include :

- Declaration of Health Emergency (WEE)
- Regulation to permit spraying operation
- Order in Council to provide authority to enter into agreement with Aerial Sprayer and to include Contract with Sprayer and indemnification
- Termination of the Health Emergency (WEE)
- Withdrawal of regulation to permit spraying operation.

IMPLEMENTATION GUIDELINES

31. Action guidelines, indicating the form of action and responsibility for such action are shown in Attachment 1.

Attachment 1 to Emergency Action Guidelines for a Health Emergency (WEE)

HEALTH EMERGENCY (WEE)

EMERGENCY ACTION GUIDELINES

Seria'	Action	Responsibility
	Pre-Emergency	
1	Evaluate threat-assisted by Arbovirus Surveillance Committee.	Health
2	Inform/advise physicians, veterinarians and request monitoring assistance.	Health/AGR
3	Alert EMO to possible health emergency.	Health
4	Alert key departments to possible health emergency.	EMO
5	Assemble Central Task Team to consider threat.	EMO
6	Inform public via press release of impending health threat.	Info Ser
7	Submission to Cabinet requesting authority to make a commitment for aircraft and insecticide resources and to implement an aerial spraying program if necessary.	Health
8	Alert spraying agency/insecticide supplier and make initial commitment for resources.	Govt Ser/ EMO/Health
9	Alert airport authorities to requirements for ramp facilities and support services for aircraft, insecticide and on site response staff.	EMO/TC
10	Draft appropriate regulations (legislation) for the declaration of a health emergency.	AG/Health/ENV
11	Draft regulation authorizing application of insecticide.	AG/ENV

Serial	Action	Responsibility
	Pre-Emergency (Continued)	
12	Draft Order in Concil authorizing Minister of Health to enter into agreement with Spraying Agency - attach Contract and Indemnification.	AG/Health
13	Prepare Information Centre - alert involved departments, conduct preliminary briefing.	EMO/Depts
14	Install emergency communications in Information Centre.	Govt Ser
15	Establish on-site operations base at WIA and arrange support facilities.	EMO
16	Draft press releases to cover declaration of health emergency and general information about the encephalitis threat, the spraying operation and protective measures to be taken.	Info Ser
17	Obtain Transport Canada (Air Regulations) clearance for low-flying spraying operation.	EMO/EPC/TC
18	Arrange special meteorological forecasts for on-site response team.	EMO/AES
19	Prepare departmental information packages for departmental desk personnel in Information Centre.	Depts
20	Arrange special financial appropriation and coding.	Finance
21	Declare a Health Emergency WEE.	Health/AG
22	Pass other supporting legislation to give effect to the emergency response.	ENV/AG
	Upon Declaration of the Health Emergency	
23	Issue press releases - include information about provincial Information Centre, telephone numbers, hours of operation, and to maintain a continuous information progress by written word, voice reports, conducting news conferences and on-site tours throughout the emergency.	Info Ser

Serial	Action	Responsibility
	Upon Declaration of the Health Emergency (Continued)	
24	Activate Information Centre for duration of emergency.	EMO/Depts
25	Notify local authorities involved of spraying program.	EMO
26	Confirm procurement of aircraft and purchase and delivery of insecticide arrangements	Govt Ser EMO/Health
27	Facilitate delivery of insecticide.	Hwy/Trans/EPC
28	Establish on-site response team at WIA and complete administrative support arrangements.	EMO/TC/Health
29	Plan and conduct aerial spraying program in accordance with Central Task Team direction.	Director Aerial Spraying Ops
30	Inform Minister of Health, Information Services, EMO, Information Centre of precise spraying times and areas to be sprayed.	Director Aerial Spraying Ops
31	Arrange daily/periodic meetings of the Central Task Team to review operations and provide direction to response agencies.	EMO/Health
32	Inform all local authorities and other provincial and federal agencies of precise times and areas to be sprayed.	EMO
	Termination of the Health Emergency	
33	Declare termination of the Health Emergency when appropriate.	Health/AG
34	Take legislative action to revoke permit to spray.	ENV/AG
35	Take action to deal with claims for compensation resulting from aerial spraying program.	AG/Depts

POOR

QUALITY

ORIGINAL